

# ENROLLMENT APPLICATION SYSTEM USER MANUAL

Version 1.0

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Department of Veterans Affairs  
VISTA System Design & Development

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## Revision History

Revision Date	Brief Description	Author
June, 2001	<p>Updated for patches EAS*1*1 and EAS*1*2.</p> <p>Eliminated “training guide” aspect of the original User Manual. This resulted from combining some sections, rearranging the order of some sections, and eliminating others from the original version entirely.</p> <p>New material was added to explain:</p> <ul style="list-style-type: none"><li>• the enhanced behavior of the Accept Field (AF) action command</li><li>• the new Remove Signature Verification option</li><li>• the availability of online Help.</li></ul>	Jan Pajerski

# Introduction

## ***Process Overview***

The 1010EZ process begins when the veteran completes a 10-10EZ form on the web application and indicates his or her preferred treatment facility. The online 10-10EZ form is located at <https://www.1010ez.med.va.gov/sec/vha/1010ez/>.

When a veteran submits the online 10-10EZ, an email is sent to the veteran's preferred treating facility, via its parent facility if appropriate. For a faster turnaround time, the veteran is encouraged to print the completed 10-10EZ, sign it and mail or fax the form to the parent facility of the preferred treatment facility. The web site provides the correct address and fax number for the parent facilities.

The ENROLLMENT APPLICATION SYSTEM (EAS) v1.0 contains the 1010EZ Enrollment Application Processor module. Once locally installed, the EAS module will receive e-mail transmissions from the web server via GATEWAY.FORUM. It places all data from the 10-10EZ form into the 1010EZ HOLDING file (#712) so staff responsible for enrollment and registration functions can further process the data.

Use of the 1010EZ Enrollment Application Processor module allows site personnel to view 10-10EZ data and manage the application without committing the data to the **VISTA** Patient database. Enrollment staff may now review information submitted by the applicant, correspond with the applicant, and verify receipt of a signed 10-10EZ form before loading data into the Patient database. If the enrollment clerk decides to accept the submitted information, the EAS module makes all necessary updates to the PATIENT file (#2) and other relevant files. This uploaded information is then available to all **VISTA** users at the site, and the veteran's data can be accessed through Registration, Enrollment, Scheduling, Integrated Billing, etc., as needed.

It is important to understand that 1010EZ processing does *not* accomplish Registration, Enrollment, or Means Testing. Those functions must still be executed, when deemed necessary, through the established **VISTA** Patient Information Management System options. The 1010EZ module simply provides a method of managing electronically submitted applications for healthcare, which includes viewing and editing application data, printing the 10-10EZ form with data, quick lookup of application status, and committing application data to the Patient database.

Enrollment clerks may process the 10-10EZ application through the following processing statuses before the 10-10EZ data is committed to the site's Patient database:

- New
- In Review
- Printed, Pending Signature
- Signed

Once the enrollment clerk decides to allow upload of the 10-10EZ data to the Patient database, the processing status becomes:

**Filed**

Another processing status exists, which can be used in cases where further, normal processing cannot or should not be done:

**Inactivated**

Each processing status is achieved as the enrollment clerk performs certain actions on the 10-10EZ application. The actions available to the enrollment clerk depend on the current processing status of the 10-10EZ application. The enrollment clerk interface for the 1010EZ module is the familiar **VISTA** List Manager interface.

The following is an example of a typical List Manager selection screen for 1010EZ processing.

10-10EZ Status List		Nov 09, 2000 13:29:56		Page: 1 of 1		
Application Status: IN REVIEW						
	Applicant	SSN	Vet. Type	Rec'd	Print To	App#
1	BELLS,EUGENE EARL	111-14-9999	SC <50%	11/02/00	Vet 473GB	116
2	HOCH,DARLENE	611-14-8111	NSC	11/02/00	VA 473GB	111
3	HUNTER,RICK MITCHEL	311-77-9111	SC <50%	10/27/00	VA 473GB	109
4	JOHNSON,ROBERT D	511-84-3111	SC <50%	11/02/00	VA 473GB	113
5	LIMA,JOSE HECTOR	511-67-3111	NSC	11/02/00	Vet 473GB	119
6	MASSEY,JOHN MICHAEL	211-46-9111	NSC	11/02/00	Vet 473GB	118
7	MCNUTT,RONDA L	311-77-4111	NSC	11/02/00	VA 473GB	115
8	MOLARI,LONDO J	711-78-5111	NSC	10/27/00	VA 473GB	110
9	PAJE,JACK	211-54-8111	SC 50-100%	11/02/00	VA 473GB	136
<b>Select an Application to view.</b>						
EZ 1010EZ Processing						
Select Action: Quit// <u>EZ=4</u> 1010EZ Processing						
...EXCUSE ME, LET ME PUT YOU ON 'HOLD' FOR A SECOND...						

Notice, there are eight actions available for this In Review application. They appear in the bottom portion of the screen display and each has a two-letter code, which can be used to select and initiate the action.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 113 (473GB)		Status: IN REVIEW			
Applicant: JOHNSON, ROBERT D		Date Rec'd: 11/02/2000			
Web ID #: 52361-545845-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	JOHNSON, ROBERT D	JOHNSON, ROBERT D			
3 Sex	MALE	MALE			
4 SSN	511-84-3111	511-84-3111			
5 Claim #	6763433				
6 DOB	04/19/1948	04/19/1948			
7 Religion	UNKNOWN/NO PREFERENC	UNKNOWN/NO PREFERENC			
8 Street Line 1	317 ORIOLE AVE.	317 ORIOLE AVE.			
9 City	EUCLID	EUCLID			
10 State	OH	OH			
11 Zip	44132	44132			
12 County	CUYAHOGA	CUYAHOGA			
13 Home Telephone	(216) 261-8898	(216) 261-8898			
<b>+ Enter ?? for more actions</b>					
AF Accept Field	RZ Reset to New	UF Update Field			
AZ Accept All	PZ Print 1010EZ	IZ Inactivate 1010EZ			
CZ Clear All	VZ Verify Signature				
Select Action: Next Screen//					

For example, if the enrollment clerk wants to accept the data appearing on line 6 (i.e., the Claim #), then he or she would type **AF** for **Accept Field** and indicate the field location by typing **=5** as follows:

Select Action: Next Screen// AF=5

The **Accept Field** action requires a line number to be specified because it is an action that pertains to a particular data item. **Update Field** is another action that requires a line number to be specified.

All the remaining actions listed on this screen example are actions that pertain to the 10-10EZ application as a whole; therefore, no line number needs to be specified. For example, if the enrollment clerk wants to accept all data elements contained on the 10-10EZ, then he or she would enter **AZ** for the **Accept All** action, as demonstrated below.

Select Action: Next Screen// **AZ**



## 1010EZ Processing via List Manager

A number of List Manager action items will be available to the enrollment clerk for 1010EZ processing. Use of any particular action depends upon the processing status of the application.

List Manager action Item	Effect
<b>Accept All (AZ)</b>	<p>Enrollment clerk accepts all 10-10EZ form data. Every non-null data field on the 10-10EZ data display appears highlighted on the List Manager screen.</p> <p>If the applicant is an existing Patient in <b>VISTA</b>, then existing data is over-written with 10-10EZ data when the <b>File 1010EZ (FZ)</b> action is performed. 10-10EZ data fields which appear blank (i.e., null) do not overwrite existing Patient database fields.</p> <p><b>Accept All (AZ)</b> action can only be done when in processing status of In Review.</p>
<b>Accept Field (AF)</b>	<p>Enrollment clerk may accept 10-10EZ data items on a field-by-field basis. When a data item is accepted, it appears highlighted on the List Manager screen.</p> <p>If the enrollment clerk performs a second <b>Accept Field (AF)</b> action on a data item that has already been accepted, the data item is set back to a non-accepted state.</p> <p><b>Accept Field (AF)</b> action can only be done when in processing status of In Review.</p>
<b>Clear All (CZ)</b>	<p>Enrollment clerk resets all accepted 10-10EZ data elements to non-accepted, and also removes any direct edits done through the <b>Update Field (UF)</b> action.</p> <p><b>Clear All (CZ)</b> action can only be done when in a processing status of In Review.</p>
<b>File 1010EZ (FZ)</b>	<p>Enrollment clerk commits all accepted data items to the <b>VISTA</b> Patient database. Date of action and identity of user are recorded.</p> <p><b>File 1010EZ (FZ)</b> action can only be done when in processing status of Signed.</p> <p><b>File 1010EZ (FZ)</b> action changes the processing status of the electronic 10-10EZ to Filed.</p> <p>Once Filed, the data is available for normal patient processing, e.g., full Registration, Means Testing, etc. After filing, the electronic 10-10EZ application is no longer available for processing, but can be viewed on screen or printed.</p> <p>Any health insurance-related information filed will be immediately available only to Integrated Billing users through the Insurance Buffer file. As with all new insurance data entered through the Registration options, this information must be verified and accepted by IB before it becomes available to other <b>VISTA</b> applications.</p>

List Manager action Item	Effect
<b>Inactivate 1010EZ (IZ)</b>	<p>If further processing cannot or should not be undertaken on a particular application, it may be inactivated. If problems arise during processing, the decision to <b>Inactivate (IZ)</b> an application must be made before the <b>Verify Signature (VZ)</b> action is performed.</p> <p><b>Inactivate 1010EZ (IZ)</b> action can be done when in processing statuses of <b>New</b>, <b>In Review</b> or <b>Printed</b>, <b>Pending Signature</b>. Date of action and identity of the enrollment clerk are recorded.</p> <p>After executing the <b>Inactivate 1010EZ (IZ)</b> action, the processing status of the electronic 10-10EZ application becomes <b>Inactivated</b>.</p> <p>Once <b>Inactivated</b> no action can be taken on the application beyond simple viewing on the List Manager screen. Should it be later determined that the inactivated application should be processed, all data would need to be re-submitted via the web-based online 10-10EZ application.</p>
<b>Link to Patient File (LZ)</b>	<p>In order to initiate processing of the electronic 10-10EZ, the enrollment clerk must link the <b>New</b> applicant to the site's <b>VISTA</b> Patient database. This linkage is performed using standard Patient lookup/duplicate checking functionality. The veteran applicant is then associated with an existing <b>VISTA</b> Patient record or a new Patient record is created.</p> <p>If a new Patient record is created, it contains only the following data:</p> <p style="padding-left: 40px;">NAME (#.01) SEX (#.02) DATE OF BIRTH (#.03) SOCIAL SECURITY NUMBER (#.09) REMARKS (#.091) TYPE (#391) VETERAN (Y/N)? (#1901)</p> <p><b>Link to Patient File (LZ)</b> action can only be done when in the processing status of <b>New</b>. Date of action and identity of the enrollment clerk are recorded.</p> <p><b>Link to Patient File (LZ)</b> action places the electronic 10-10EZ application into the <b>In Review</b> processing status.</p>
<b>Print 1010EZ (PZ)</b>	<p>Enrollment clerk prints a system-generated version of the 10-10EZ application with data. The data used will be all accepted 10-10EZ data items. Any form field that does not have accepted data will be filled-in with existing <b>VISTA</b> Patient data, whenever such data is available. The printed form may be sent to the applicant for signature.</p> <p><b>Print 1010EZ (PZ)</b> action can be done for applications in processing statuses of <b>In Review</b>, <b>Printed</b>, <b>Pending Signature</b>, <b>Signed</b>, or <b>Filed</b>.</p> <p>The first time the <b>Print 1010EZ (PZ)</b> action is performed on an <b>In Review</b> application, its status is changed to <b>Printed</b>, <b>Pending Signature</b>. Date of action and identity of the enrollment clerk are recorded.</p>

List Manager action Item	Effect
<b>Reset to New (RZ)</b>	<p>Enrollment clerk may break the linkage to the <b>V/STA</b> Patient database, set all previously accepted data items to non-accepted status, remove any direct edits of 10-10EZ data, and erase all audit information recorded about the application to date by executing the <b>Reset to New (RZ)</b> action.</p> <p><b>Reset to New (RZ)</b> can be performed on applications with processing status of In Review or Printed, Pending Signature.</p> <p><b>Reset to New (RZ)</b> action places the electronic 10-10EZ application back to the New processing status.</p>
<b>Update Field (UF)</b>	<p>The <b>Update Field (UF)</b> action allows the enrollment clerk to overwrite a 10-10EZ application data item. This would normally be done to correct obvious typographical errors or to update the electronic 10-10EZ with hand-written insertions made by the applicant when signing a paper-copy of the form. VA FileMan editing functionality is used to perform each update.</p> <p><b>Update Field (UF)</b> action can be executed on applications with a processing status of In Review or Signed. Date of action and identity of user are recorded for each field updated.</p> <p>After 10-10EZ data has been filed to <b>V/STA</b>, the enrollment clerk can make any further updates needed by using the appropriate Registration or Means Test option.</p>
<b>Verify Signature (VZ)</b>	<p>Enrollment clerk is able to verify that the applicant has signed and dated the printed 10-10EZ application.</p> <p><b>Verify Signature (VZ)</b> can be done on electronic 10-10EZ applications in a processing status of In Review or Printed, Pending Signature. Date of action and identity of user are recorded.</p> <p><b>Verify Signature (VZ)</b> changes the status of the application to Signed. Data on a 10-10EZ cannot be placed into the <b>V/STA</b> Patient database until after signature verification.</p>

## 1010EZ Application Status

The following table provides an overview of each processing status and the valid action commands associated with it. Specific instructions and guidance regarding each status and action are included in the subsequent sections of this manual.

Processing Status	Definition	Available Actions	Next Expected Action
New	<p>These are 10-10EZ forms that have been received by the VAMC electronically after being completed on-line by veteran applicants. Its data has been filed in a 1010EZ HOLDING file (#712) record.</p> <p>The enrollment clerk may view and print <b>New</b> application data.</p>	<p><b>LZ Link to Patient File</b> <b>IZ Inactivate 1010EZ</b></p> <p>To print a simple listing of all the data, use the List Manager hidden command of PS Print Screen. The PS command can always be used, regardless of processing status.</p>	<p><b>LZ Link to Patient File</b></p> <p>Veteran applicant is matched to <b>VISTA</b> Patient database through the normal Patient lookup function. Applicant is then linked to an existing Patient or newly created record.</p>
In Review	<p>For an application In Review, the link to the VistA database is established. If the applicant is linked to an existing Patient, the data from that Patient record is displayed on the screen along side the 10-10EZ data for comparison. If the applicant cannot be matched to an existing Patient record, then a new Patient record is created. Of course, in this case, no comparison data is displayed.</p> <p>If the linkage is found to be incorrect, the enrollment clerk will need to reset the status of the application back to <b>New</b> and restart the process.</p>	<p><b>AF Accept Field</b> <b>AZ Accept All</b> <b>CZ Clear All</b> <b>RZ Reset to New</b> <b>PZ Print 1010EZ</b> <b>VZ Verify Signature</b> <b>UF Update Field</b> <b>IZ Inactivate 1010EZ</b></p>	<p><b>AF Accept Field</b> <b>AZ Accept All</b></p> <p>Continue to review application data, as needed. During this process, the enrollment clerk may accept all or selected data elements from the application for eventual upload to <b>VISTA</b>.</p>
Printed, Pending Signature	<p>The application must be In Review before the 10-10EZ form can be printed. Once the application has been printed, its status becomes <b>Printed, Pending Signature</b>.</p> <p>The printed form will contain accepted data elements from the 10-10EZ. Data elements that were not accepted cannot be filed. If the applicant was matched to an existing <b>VISTA</b> Patient, then data from that Patient record will be used on the printed form in place of not-accepted or blank 10-10EZ data.</p>	<p><b>RZ Reset to New</b> <b>PZ Print 1010EZ</b> <b>VZ Verify Signature</b> <b>IZ Inactivate 1010EZ</b></p> <p>The form can be printed as often as necessary. But once printed, data review and edit commands (i.e., <b>AF</b>) cannot be used. The usual reason for printing the 10-10EZ form is to obtain the applicant's signature whenever (1) the applicant never mailed in a signed form, or (2) the user has made changes to the original 10-10EZ data.</p>	<p><b>VZ Verify Signature</b></p> <p>The printed form is sent to the applicant for signature. When returned, the enrollment clerk can verify receipt of the signed form.</p>

Processing Status	Definition	Available Actions	Next Expected Action
<b>Signed</b>	<p>After the enrollment clerk verifies that a 10-10EZ form has been received with the applicant's signature, its status is <b>Signed</b>.</p> <p>It is not necessary to use Print 1010EZ before using <b>Verify Signature</b>. If the enrollment clerk has not made any significant change to the original 10-10EZ data, and if the applicant sent a signed 10-10EZ to the site, then the enrollment clerk can issue the <b>VZ</b> command when the application is In Review.</p>	<p><b>PZ Print 1010EZ</b>  <b>FZ File 1010EZ</b>  <b>UF Update Field</b></p> <p>Once Signed, the application may not be Inactivated. If some problem exists that prevents further processing, the application should be Inactivated before the signature is verified.</p>	<p><b>FZ File 1010EZ</b></p> <p>The application data may be immediately Filed to <b>V/STA</b>.</p> <p>It is possible that the <b>Signed</b> form has had data elements further modified by the applicant. The enrollment clerk may edit data through the <b>UF Update Field</b> action. Any data element which is directly edited by the enrollment clerk is automatically accepted.</p>
<b>Filed</b>	<p>Only data from a Signed form may be Filed to <b>V/STA</b>.</p> <p>Only accepted data will be placed in the Patient record.</p> <p>After filing, the applicant's data, now in a Patient record, can be viewed and modified via the <b>V/STA</b> registration and means test screens.</p>	<p><b>PZ Print 1010EZ</b></p> <p>The 10-10EZ may still be printed; the dates on which the applicant signature was verified and on which the data was filed will appear on the form.</p>	<p>Processing for this 10-10EZ application has been completed.</p> <p>Once Filed to the <b>V/STA</b> database, no further processing action can be taken on a 10-10EZ application form.</p>
<b>Inactivated</b>	<p>It may happen that an application is determined to be invalid, unacceptable, unnecessary, or for some reason cannot be processed further. The enrollment clerk may inactivate (i.e., close) the application to prevent inadvertent filing of the data.</p>	<p>Processing of a 10-10EZ application may be Inactivated at any time before the application has been <b>Signed</b>.</p> <p>After it has been Inactivated, application data may only be viewed on screen.</p>	<p>The application is no longer available for processing.</p> <p>Should there be a need to resume processing the application, it would need to be re-submitted via online 10-10EZ.</p>

**Note**

The status can remain **Signed** indefinitely--the enrollment clerk must intentionally perform a **File 1010EZ (FZ)** action to store the data to **V/STA**.

A 10-10EZ application cannot be inactivated once it moves to the **Signed** status; the **Inactivate 1010EZ (IZ)** action can only be done to a form with status of **New**, **In Review** or **Printed**, **Pending Signature**.

# Processing a 10-10EZ Application

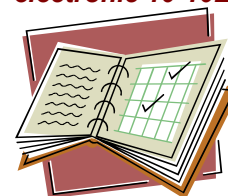
## New

### **What to do with a signed form ...**

... mailed by the veteran at the time of submission of the electronic 10-10EZ

Enrollment clerks should set time aside on a daily or other routine basis to check the **V/STA** system for New applications. Some veterans will complete the online form, print it, sign it, and mail it to the preferred medical treatment facility. The form, however, may take several days to reach the enrollment clerk. The enrollment clerk will know if there are applications signed and in the mail by viewing the list of New applications within the 1010EZ module.

**This should occur within 5 days of the veteran sending the electronic 10-10EZ.**



To view the New applications, the enrollment clerk types **New** or **1** at the prompt, as shown in the following screen.

```
10-10EZ Application Processing --

Select one of the following:

1          New
2          In Review
3          Printed, Pending Signature
4          Signed
5          Filed
6          Inactivated

Select Applications to View: 1 New

Please wait while processing...
```

10-10EZ Status List			Nov 09, 2000 13:29:56		Page: 1 of 1		
Application Status: NEW							
	Applicant	SSN	Vet. Type	Rec'd	Print To	App#	
1	BELLS,EUGENE EARL	111-14-9999	SC <50%	11/02/00	Vet	473GB	116
2	HOCH,DARLENE	611-14-8111	NSC	11/02/00	VA	473GB	111
3	HUNTER,RICK MITCHEL	311-77-9111	SC <50%	10/27/00	VA	473GB	109
4	JOHNSON,ROBERT D	511-84-3111	SC <50%	11/02/00	VA	473GB	113
5	LIMA,JOSE HECTOR	511-67-3111	NSC	11/02/00	Vet	473GB	119
6	MASSEY,JOHN MICHAEL	211-46-9111	NSC	11/02/00	Vet	473GB	118
7	MCNUTT,RONDA L	311-77-4111	NSC	11/02/00	VA	473GB	115
8	MOLARI,LONDO J	711-78-5111	NSC	10/27/00	VA	473GB	110
9	PAJE,JACK	211-54-8111	SC 50-100%	11/02/00	VA	473GB	136
Select an Application to view.							
EZ 1010EZ Processing							
Select Action: Quit//							

After the enrollment clerk selects **New** applications to be viewed, the initial List Manager screen displays. Notice the column with the header “Print”. Applications that show “Vet” in this column are those for which the veteran has indicated that he/she will print a copy, sign it, and send to the Enrollment Coordinator at their selected facility.

As with other List Manager applications, the enrollment clerk enters the command and the line number of interest at the **Select Action:** prompt.

10-10EZ Status List		Nov 09, 2000 13:29:56		Page: 1 of 1		
Application Status: NEW						
	Applicant	SSN	Vet. Type	Rec'd	Print To	App#
1	BELLS,EUGENE EARL	111-14-9999	SC <50%	11/02/00	Vet	473GB 116
2	HOCH,DARLENE	611-14-8111	NSC	11/02/00	VA	473GB 111
3	HUNTER,RICK MITCHEL	311-77-9111	SC <50%	10/27/00	VA	473GB 109
4	JOHNSON,ROBERT D	511-84-3111	SC <50%	11/02/00	VA	473GB 113
5	LIMA,JOSE HECTOR	511-67-3111	NSC	11/02/00	Vet	473GB 119
6	MASSEY,JOHN MICHAEL	211-46-9111	NSC	11/02/00	Vet	473GB 118
7	MCNUTT,RONDA L	311-77-4111	NSC	11/02/00	VA	473GB 115
8	MOLARI,LONDO J	711-78-5111	NSC	10/27/00	VA	473GB 110
9	PAJE,JACK	211-54-8111	SC 50-100%	11/02/00	VA	473GB 136
<b>Select an Application to view.</b>						
EZ 1010EZ Processing						
Select Action: Quit// <u>EZ=1</u> 1010EZ Processing						
...EXCUSE ME, LET ME PUT YOU ON 'HOLD' FOR A SECOND...						

In this example, the next List Manager screen displays data for Application #116, which is the application on line 1. The current date and time and the List Manager page number are displayed at the top of the screen. The page number indicates the enrollment clerk's current viewing location, as well as the total number of data screens available for display.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #:	116 (473GB)	Status:	NEW		
Applicant:	BELLS,EUGENE EARL	Date Rec'd:	11/02/2000		
Web ID #:	4912-223110-2000	Vet Sending Signed Form?:	YES		

The next three lines show basic application data, such as the application number, applicant name, and status. The Web ID # field is important because this is the unique identifying number assigned to this application by the web application software. Applicants are instructed to refer to the Web Submission ID when contacting a facility with questions about the 10-10EZ application. The Web Submission ID is the same as the web identification number listed on this screen and is viewable only in the 10-10EZ processing menus. The Application # is an internal identifying number used by EAS v1.0.

Notice in the following example that at the **Vet Sending Signed Form?:** field, the response is **YES**. Here, the veteran has indicated that he or she printed, signed, and mailed the 10-10EZ application to the preferred medical treatment facility.

10-10EZ Processing		Nov 09, 2000 13:33:54	Page: 1 of 9
Application #:	116 (473GB)	Status:	NEW
Applicant:	BELLS,EUGENE EARL	Date Rec'd:	11/02/2000
Web ID #:	4912-223110-2000	Vet Sending Signed Form?:	YES

Further down on this screen, the right-hand column **VistA Data** is blank. This is because this is a **New** application and the applicant has not been matched to the site's Patient database.

10-10EZ Processing		Nov 09, 2000 13:33:54	Page: 1 of 9
Application #:	116 (473GB)	Status:	NEW
Applicant:	BELLS,EUGENE EARL	Date Rec'd:	11/02/2000
Web ID #:	4912-223110-2000	Vet Sending Signed Form?:	YES
Data Item	10-10EZ Data	VistA Data	
1 Facility Applying To	YOUR VAMC		
2 Applicant Name	BELLS,EUGENE EARL		
3 Sex	MALE		
4 SSN	111-14-9999		
5 Claim #	7929194		
6 DOB	12/10/1921		
7 Religion	BAPTIST		
8 Street Address	5013 DILL ROAD		
9 City	HUNTSVILLE		
10 State	AL		
11 Zipcode	35810-1857		
12 County	MADISON		
<b>+ Enter ?? for more actions</b>			
LZ Link to Patient File	IZ Inactivate 1010EZ		
Select Action: Next Screen//			

The previous screen is the first of nine screens of data for Application #116, Mr. Bells. The enrollment clerk can view each subsequent screen by hitting Enter at the **Select Action: Next Screen//** prompt. The enrollment clerk can also print the data screens in their entirety by entering the hidden List Manager action PS (Print Screen).

If the enrollment clerk wishes to continue processing of Application # 116, the data must first be linked to the site's Patient database through the **Link to Patient File (LZ)** action. This action invokes the standard Patient lookup functionality associated with **VISTA** Registration. There are only two possible scenarios for Patient lookup: the applicant cannot be matched to any Patient record and a new Patient record is created, or the applicant is matched to an existing Patient record. (See later sections on *New Patient* and *Existing Patient*.)

**The facility should receive the mailed 10-10EZ within 30 days of the veteran sending it.**



Because the applicant has printed the 10-10EZ from his web browser and mailed a signed copy to the parent facility, the enrollment clerk can suspend any further action on the application until receipt of the signed form.



*What to do without a signed form...*  
*... not mailed by the veteran at the time of 10-10EZ Electronic submission*

As indicated in the previous section, enrollment clerks should set time aside on a daily or other routine basis to check the **VISTA** system for New applications. Many veterans will complete the online 10-10EZ, but leave it up to the preferred medical treatment facility to print and mail the 10-10EZ for signature. These procedures outline actions the enrollment clerk needs to take in processing an application when a signed copy cannot be expected via surface mail from the veteran.

**This should occur  
 within 5 days of the  
 veteran sending the  
 electronic 10-10EZ.**



As with other List Manager applications, the enrollment clerk enters the command and the line number of interest at the **Select Action:** prompt.

10-10EZ Status List		Nov 09, 2000 13:29:56		Page: 1 of 1	
Application Status: NEW					
Applicant	SSN	Vet. Type	Rec'd	Print To	App#
1 BELLS, EUGENE EARL	111-14-9999	SC <50%	11/02/00	Vet 473GB	116
2 HOCH, DARLENE	611-14-8111	NSC	11/02/00	VA 473GB	111
3 HUNTER, RICK MITCHEL	311-77-9111	SC <50%	10/27/00	VA 473GB	109
4 JOHNSON, ROBERT D	511-84-3111	SC <50%	11/02/00	VA 473GB	113
5 LIMA, JOSE HECTOR	511-67-3111	NSC	11/02/00	Vet 473GB	119
6 MASSEY, JOHN MICHAEL	211-46-9111	NSC	11/02/00	Vet 473GB	118
7 MCNUTT, RONDA L	311-77-4111	NSC	11/02/00	VA 473GB	115
8 MOLARI, LONDO J	711-78-5111	NSC	10/27/00	VA 473GB	110
9 PAJE, JACK	211-54-8111	SC 50-100%	11/02/00	VA 473GB	136
<b>Select an Application to view.</b>					
EZ 1010EZ Processing					
Select Action: Quit// <u>EZ=9</u> 1010EZ Processing					
...EXCUSE ME, LET ME PUT YOU ON 'HOLD' FOR A SECOND...					

In this example, the next List Manager screen displays data for Application #136. The current date and time and the List Manager page number are displayed at the top of the screen. The page number indicates the enrollment clerk's current viewing location, as well as the total number of data screens available for display.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #:	136 (473GB)	Status:	NEW		
Applicant:	PAJE, JACK	Date Rec'd:	11/02/2000		
Web ID #:	58471-534310-2000	Vet Sending Signed Form?:	NO		

The next three lines show basic application data, such as the application number, applicant name, and status. The Web ID # field is important because this is the unique identifying number assigned to this application by the web application software. Applicants are instructed to refer to the Web Submission ID when contacting a facility with questions about the 10-10EZ application. The Web Submission ID is the same as the web identification number listed on this screen. The Application # is an internal identifying number used by EAS v1.0.

Notice in the following example that at the Vet Sending Signed Form?: field, the response is NO. This indicates that the veteran did not mail a signed 10-10EZ to the preferred medical treatment facility when the electronic 10-10EZ was submitted. Therefore, it is the responsibility of the facility to print out the 10-10EZ and mail it to the veteran for signature.

10-10EZ Processing		Nov 09, 2000 13:33:54	Page: 1 of 9
Application #:	136 (473GB)	Status:	NEW
Applicant:	PAJE, JACK	Date Rec'd:	11/02/2000
Web ID #:	58471-534310-2000	Vet Sending Signed Form?:	NO

Further down on this screen, the right-hand column VistA Data is blank. This is because this is a new application and the applicant has not been matched to the site's Patient database.

10-10EZ Processing		Nov 09, 2000 13:33:54	Page: 1 of 9
Application #: 136 (473GB)		Status:	NEW
Applicant: PAJE, JACK		Date Rec'd:	11/02/2000
Web ID #: 58471-534310-2000		Vet Sending Signed Form?: NO	
Data Item		10-10EZ Data	VistA Data
-----			
1	Facility Applying To	YOUR VAMC	
2	Applicant Name	PAJE, JACK	
3	Sex	MALE	
4	SSN	211-54-8111	
5	Claim #	8765533	
6	DOB	04/04/1949	
7	Religion	UNKNOWN/NO PREFERENC	
8	Street Line 1	317 WILLOW DR.	
9	City	PITTSBURGH	
10	State	PA	
11	Zip	15238	
12	County	ALLEGHENY	
13	Home Telephone	(724)277-2777	
+ Enter ?? for more actions			
LZ	Link to Patient File	IZ	Inactivate 1010EZ
Select Action: Next Screen// LZ Link to Patient File			

The previous screen is the first of nine screens of data for Application #136, Mr. Paje. The enrollment clerk can view each subsequent screen by hitting Enter at the Select Action: Next Screen// prompt. The enrollment clerk can also print the data screens in their entirety by entering the hidden List Manager action PS (Print Screen).

The enrollment clerk will need to continue processing the application by first executing the **Link to Patient File (LZ)** action. This action invokes the standard Patient lookup functionality associated with **VISTA** Registration. There are only two possible scenarios for Patient lookup: the applicant cannot be matched to any Patient record and a new Patient record is created, or the applicant is matched to an existing Patient record. (See later section on *Linking Applicant to Patient File*.)

In this example, let's assume the applicant did not exist in the facility's Patient database. At the conclusion of the **Link to Patient File (LZ)** action, the 10-10EZ applicant will be linked to a newly created Patient record. The status of the 1010EZ application will have changed from New to In Review.

Notice the expanded list of actions (in the command section at the lower part screen), which are available to In Review applications.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 136 (473GB)		Status: IN REVIEW			
Applicant: PAJE, JACK		Date Rec'd: 11/02/2000			
Web ID #: 58471-534310-2000		Vet Sending Signed Form?: NO			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	PAJE, JACK	PAJE, JACK			
3 Sex	MALE	MALE			
4 SSN	211-54-8111	211-54-8111			
5 Claim #	8765533				
6 DOB	04/04/1949	04/04/1949			
7 Religion	UNKNOWN/NO PREFERENCE				
8 Street Line 1	317 WILLOW DR.				
9 City	PITTSBURGH				
10 State	PA				
11 Zip	15238				
12 County	ALLEGHENY				
13 Home Telephone	(724) 277-2777				
<b>+ Enter ?? for more actions</b>					
AF Accept Field	RZ Reset to New	UF Update Field			
AZ Accept All	PZ Print 1010EZ	IZ Inactivate 1010EZ			
CZ Clear All	VZ Verify Signature				
Select Action: Next Screen//					

Because the applicant is new to this site, the enrollment clerk created a new record in the Patient File with minimal data. That data is shown on the right side of the screen as VistA Data. Most of the data elements shown in the center 10-10EZ Data portion of the screen appear highlighted. Highlighting indicates that the data has been 'accepted'. All 10-10EZ data is automatically 'accepted' for applicants who are new Patients. (See the later section on *Data Comparison*.) Only 'accepted' 10-10EZ data appears on a printed 10-10EZ application. (See the later section on *Printed, Pending Signature*.)

At this point the enrollment clerk must print this application using the **Print 1010EZ (PZ)** action. The status of the application will have changed from In Review to Printed, Pending Signature.

The printed application is then sent to the veteran for signature. The enrollment clerk must suspend any further action on the application until receipt of the signed form.

**The facility should receive the signed 10-10EZ within 30 days of sending it to the veteran.**



## Linking Applicant to Patient File

If the enrollment clerk wishes to complete processing of the 10-10EZ application, the applicant must first be linked to the site's Patient database through the **Link to Patient File (LZ)** action. This action invokes the standard Patient lookup functionality associated with **VISTA** Registration. There are only two possible scenarios for Patient lookup: the applicant cannot be matched to any Patient record and a new Patient record is created, or the applicant is matched to an existing Patient record.

Enrollment clerks familiar with **VISTA** Registration functionality will know that the way in which they respond to the `Select PATIENT NAME:` prompt will greatly affect the system's response. Enrollment clerks should follow the lookup method approved at their site. This may include one or more of the following:

- ◆ Initial of last name plus the last four digits of the SSN
- ◆ First few letters of last name
- ◆ Full last name
- ◆ Full SSN
- ◆ Full name (e.g., Last,First MI)

For example, the enrollment clerk queried the Patient database by entering the first few letters of last name, which in this case provided no possible match.

Select PATIENT NAME: BEL				
1	BELDEN, CLIFF	11-23-66	020112222	NON-VETERAN (OTHER)
2	BELL, DAVID	12-12-12	000000123	NSC VETERAN
3	BELL, NEIL C.	0-0-28	283998888	NSC VETERAN
4	BELUSHI, JOHN	2-1-50	432000456	NSC VETERAN

The enrollment clerk then entered the initial of last name plus the last four digits of the SSN, which also produced no match.

CHOOSE 1-4:
Select PATIENT NAME: B9999 ??

Then the enrollment clerk tried last name without first name to be sure of no match before entering the applicant's full name.

Select PATIENT NAME: BELLS ??
Select PATIENT NAME: BELLS, EUGENE EARL
ARE YOU ADDING 'BELLS, EUGENE EARL' AS A NEW PATIENT (THE 3032ND)? No// YES
(Yes)

At the conclusion of the **Link to Patient File (LZ)** action, the 10-10EZ applicant will be linked to either an existing Patient in the facility's **VISTA** database, or to a newly created Patient record.

For example, the enrollment clerk queried the Patient database by entering the first few letters of last name, which in this case provided no possible match.

Select	PATIENT NAME: PAJ			
1	PAJMONDI,BJ	12-13-71	020112222	NON-VETERAN (OTHER)
2	PAJSTAY,JOE	10-18-21	000000123	NSC VETERAN

The enrollment clerk then entered the initial of last name plus the last four digits of the SSN, which also produced no match.

CHOOSE 1-4:
Select PATIENT NAME: P8111 ??

Then the enrollment clerk tried last name with first name to be sure of no match before entering the applicant's full name.

## New Patient

This example uses the scenario where the applicant cannot be matched to the facility Patient database and a new Patient record must be created.

As explained earlier, the enrollment clerk uses several Patient lookup methods in trying to find a match with the applicant. Since there is no match, the enrollment clerk eventually enters the applicant's full name and responds YES to the ARE YOU ADDING A NEW PATIENT? question.

There are several pieces of basic demographic data required to establish the Patient record. To help the enrollment clerk answer the prompts correctly, the applicant's basic identifying data is displayed at the top of the screen. The screen display below shows the additional prompts answered by the enrollment clerk.

Applicant Data	Application #: 101	Received: 10/01/2000
----------------	--------------------	----------------------

Name: BELL, EUGENE EARL  
 SSN: 111-14-9999 DOB: 12/10/1921  
 Veteran Type: SC <50%

Enter Applicant data as prompted --

Select PATIENT NAME: BEL

1	BELDEN, CLIFF	11-23-66	020112222	NON-VETERAN (OTHER)
2	BELL, DAVID	12-12-12	000000123	NSC VETERAN
3	BELL, NEIL	0-0-28	283998888	NSC VETERAN
4	BELUSHI, JOHN	2-1-50	432000456	NSC VETERAN

CHOOSE 1-4:

Select PATIENT NAME: B9999 ??

Select PATIENT NAME: BELLS, EUGENE

ARE YOU ADDING 'BELLS, EUGENE' AS A NEW PATIENT (THE 3032ND)? No// N (No)

Select PATIENT NAME: BELLS, EUGENE EARL

ARE YOU ADDING 'BELLS, EUGENE EARL' AS A NEW PATIENT (THE 3032ND)? No// Y (Yes)

PATIENT SEX: M MALE  
 PATIENT DATE OF BIRTH: 12/10/1921 (DEC 10, 1921)  
 PATIENT SOCIAL SECURITY NUMBER: 111-14-9999  
 PATIENT TYPE: SC VETERAN  
 PATIENT VETERAN (Y/N)? : Y YES

[additional system responses may appear here for MPI inquiry]

Attempting to connect to the Master Patient Index in Austin...  
 If no SSN or inexact DOB or common name, this request  
 may take some time, please be patient...

Patient was not found in the MPI...

Could not connect to MPI, Assigning Local ICN...

One moment please...

Preparing for data comparison to VistA Patient database...  
 ....  
 Please wait while processing...

The application is again opened in the main screen, the review has begun and the system has automatically changed the processing status from New to In Review.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 116 (473GB)		Status: IN REVIEW			
Applicant: BELLS,EUGENE EARL		Date Rec'd: 11/02/2000			
Web ID #: 4912-223110-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	BELLS,EUGENE EARL	BELLS,EUGENE EARL			
3 Sex	MALE	MALE			
4 SSN	111-14-9999	111-14-9999			
5 Claim #	7929194				
6 DOB	12/10/1921	12/10/1921			
7 Religion	BAPTIST				
8 Street Address	5013 DILL ROAD				
9 City	HUNTSVILLE				
10 State	AL				
11 Zipcode	35810-2016				
12 County	MADISON				
AF Accept Field      RZ Reset to New      UF Update Field AZ Accept All        PZ Print 1010EZ      IZ Inactivate 1010EZ CZ Clear All          VZ Verify Signature Select Action: Next Screen//					

Because the applicant is new to this site's Patient file, the enrollment clerk created a new record in the Patient file with minimal data. That data is also shown on the right side of the screen as VistA Data.

Notice the center portion of the screen where 10-10EZ Data is displayed. On this initial page of data, as well as on all the following pages (there are 9 pages for this applicant), most of the data elements in the 10-10EZ Data column will be highlighted in reverse video. Highlighting of a data element indicates that it is 'accepted'. The 1010EZ module automatically 'accepts' data for an applicant who is associated with a new Patient record. (See the later section on *Data Comparision*.)

**Existing Patient**

In the next example, the screens display a Patient lookup scenario when the applicant is matched to an existing Patient record. First, a New application is selected from the initial List Manager screen.

10-10EZ Status List		Nov 09, 2000 13:29:56		Page: 1 of 1		
Application Status: NEW						
	Applicant	SSN	Vet. Type	Rec'd	Print To	App#
1	HOCH,DARLENE	611-14-8111	NSC	11/02/00	VA 473GB	111
2	HUNTER,RICK MITCHEL	311-77-9111	SC <50%	10/27/00	VA 473GB	109
3	JOHNSON,ROBERT D	511-84-3111	SC <50%	11/02/00	VA 473GB	113
4	LIMA,JOSE HECTOR	511-67-3111	NSC	11/02/00	Vet 473GB	119
5	MASSEY,JOHN MICHAEL	211-46-9111	NSC	11/02/00	Vet 473GB	118
6	MCNUTT,RONDA L	311-77-4111	NSC	11/02/00	VA 473GB	115
7	MOLARI,LONDO J	711-78-5111	NSC	10/27/00	VA 473GB	110
8	PAJE,JACK	211-54-8111	SC 50-100%	11/02/00	VA 473GB	136
<b>Select an Application to view.</b>						
EZ 1010EZ Processing						
Select Action: Quit// <u>EZ=3</u> 1010EZ Processing						
...EXCUSE ME, LET ME PUT YOU ON 'HOLD' FOR A SECOND...						

Next, the enrollment clerk selects the **LZ** action:

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 113 (473GB)		Status: NEW			
Applicant: JOHNSON, ROBERT D		Date Rec'd: 11/02/2000			
Web ID #: 52361-545845-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1	Facility Applying To	YOUR VAMC			
2	Applicant Name	JOHNSON, ROBERT D			
3	Sex	MALE			
4	SSN	511-84-3111			
5	Claim #	6763433			
6	DOB	04/19/1948			
7	Religion	UNKNOWN/NO PREFERENC			
8	Street Line 1	317 ORIOLE AVE.			
9	City	EUCLID			
10	State	OH			
11	Zip	44132			
12	County	CUYAHOGA			
13	Home Telephone	(216)261-8899			
<b>+ Enter ?? for more actions</b>					
LZ	Link to Patient File	IZ	Inactivate 1010EZ		
Select Action: Next Screen// <u>LZ</u> Link to Patient File					



Basic application data is displayed at the top of the next screen so the Patient lookup process can begin. The enrollment clerk enters the first few letters of applicant's last name, and in this example, is presented with four possible matches.

Applicant Data	Application #: 113	Received: 11/02/2000
Name: JOHNSON, ROBERT D		
SSN: 511-84-3111 DOB: 04/19/1948		
Veteran Type: SC <50%		
Enter Applicant data as prompted --		
Select PATIENT NAME: <u>JOHN</u>		
1	JOHNSON, ROBERT D	4-19-48 511834111 SC VETERAN
2	JOHNSON, JOSEPH	11-21-49 406040449 NSC VETERAN
3	JOHNSON, PAUL P	4-14-31 144994949 NSC VETERAN
4	JOHNSON, JOHN Q	3-13-48 355355300 NSC VETERAN
CHOOSE 1-4: <u>1</u> JOHNSON, ROBERT D 4-19-48 511843111 SC VETERAN		
One moment please...		
Preparing for data comparison to VistA Patient database...		
....		
Please wait while processing...		

To continue with this example, the enrollment clerk has decided that the first choice among the four possibilities listed is likely to be a match. Data from the selected Patient's record is displayed on the right side of the main data comparison screen, which now appears.

<b>10-10EZ Processing</b>		<b>Nov 09, 2000 13:33:54</b>	<b>Page: 1 of 9</b>
Application #: 113 (473GB)		Status: IN REVIEW	
Applicant: JOHNSON, ROBERT D		Date Rec'd: 11/02/2000	
Web ID #: 52361-545845-2000		Vet Sending Signed Form?: YES	
Data Item	10-10EZ Data	VistA Data	
1 Facility Applying To	YOUR VAMC		
2 Applicant Name	JOHNSON, ROBERT D	JOHNSON, ROBERT D	
3 Sex	MALE	MALE	
4 SSN	511-84-3111	511-83-4111	
5 Claim #	6763433	6763433	
6 DOB	04/19/1948	04/19/1948	
7 Religion	UNKNOWN/NO PREFERENC	UNKNOWN/NO PREFERENC	
8 Street Line 1	317 ORIOLE AVE.	2255 SECOND AVE.	
9 City	EUCLID	EUCLID	
10 State	OH	OH	
11 Zip	44132	44124	
12 County	CUYAHOGA	CUYAHOGA	
13 Home Telephone	(216)261-8898	(216) 261-1234	
<b>+ Enter ?? for more actions</b>			
AF Accept Field	RZ Reset to New	UF Update Field	
AZ Accept All	PZ Print 1010EZ	IZ Inactivate 1010EZ	
CZ Clear All	VZ Verify Signature		
Select Action: Next Screen//			

Notice that the processing status has changed from New to In Review.

Unlike the previous example in which a new Patient record was created, notice that this screen display does not show highlighted data elements in the 10-10EZ Data column. When the applicant has been matched to an existing Patient record, the 10-10EZ data must be 'accepted' by the enrollment clerk field-by-field. An 'accepted' 10-10EZ data element will eventually overwrite data in the **VISTA** Patient record; data that is not 'accepted' will not be filed into the Patient record. (See the later section on *Data Comparison*.)

The enrollment clerk should review all pages of data available to be sure that the applicant and the selected Patient are indeed a match. The enrollment clerk may decide after further review that the 1010EZ applicant and the **VISTA** Patient selected are not, in fact, the same person. The **Reset to New (RZ)** action command should then be used to break the linkage between the applicant and the Patient record, and the application will be reset to a status of New. (See the *Reset to New* section later in this manual.)

**Note**

Establishing the Patient File link avoids the need for the enrollment clerk to re-process the applicant through **VISTA**'s Patient lookup, duplicate checking, name standardization, Master Patient lookup, etc., functions each time the data comparison screen is entered.

## In Review

### Data Comparison – Existing Patient

Data comparison is done whenever the applicant has been matched to an existing Patient record.

The In Review application is displayed in the middle column with data from the site's Patient database in the right-hand column.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 113 (473GB)		Status: IN REVIEW			
Applicant: JOHNSON, ROBERT D		Date Rec'd: 11/02/2000			
Web ID #: 52361-545845-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	JOHNSON, ROBERT D	JOHNSON, ROBERT D			
3 Sex	MALE	MALE			
4 SSN	511-84-3111	511-84-3111			
5 Claim #	6763433	6763433			
6 DOB	04/19/1948	04/19/1948			
7 Religion	UNKNOWN/NO PREFERENC	UNKNOWN/NO PREFERENC			
8 Street Line 1	317 ORIOLE AVE.	317 ORIOLE AVE.			
9 City	EUCLID	EUCLID			
10 State	OH	OH			
11 Zip	44132	44132			
12 County	CUYAHOGA	CUYAHOGA			
13 Home Telephone	(216) 261-8898	(216) 261-8899			
<b>+ Enter ?? for more actions</b>					
AF Accept Field	RZ Reset to New	UF	Update Field		
AZ Accept All	PZ Print 1010EZ	IZ	Inactivate 1010EZ		
CZ Clear All	VZ Verify Signature				
Select Action: Next Screen//					

In this example, the enrollment clerk should carefully inspect all the data elements presented on the nine List Manager screens, which show comparison between applicant Robert D. Johnson and **VISTA** Patient Robert D. Johnson. The enrollment clerk may also wish to inspect other information for the Patient available in the **VISTA** database by using other menu options, e.g., Patient Inquiry, View Registration Data, and View a Past Means Test. If it is determined that the applicant and the Patient are not the same person, then the **Reset to New (RZ)** action is used to break the linkage with the **VISTA** database record and start over.

The basic intent of data comparison is for the enrollment clerk to determine which 10-10EZ data elements are to be accepted for eventual upload to the site's **VISTA** database. Any data element which is not accepted will not appear on the printed 10-10EZ, nor will it ever be filed to the Patient database. Each data element that is accepted will overwrite existing data when the enrollment clerk performs the **File 1010EZ (FZ)** action.

There are five commands available that initiate actions relevant to data comparison and to the In Review application in general. They are:

**AF Accept Field** – mark a single or range of 10-10EZ data elements as accepted

**AZ Accept All** – mark all 10-10EZ data elements as accepted

**UF Update Field** – directly edit a single 10-10EZ data element

**CZ Clear All** – resets all 10-10EZ data elements to non-accepted

**RZ Reset to New** – break the link to the **VISTA** Patient database and start over

### **Data Comparison – New Patient**

The **AF** and **AZ** actions are particularly useful in data comparison situations where the 10-10EZ applicant data is being compared to existing **VISTA** Patient data. However, all five actions mentioned above can be used when the applicant has been linked to a new Patient record as well. Applicants that are *new* to the site's Patient database will have all possible 10-10EZ data elements *automatically* accepted so there is generally no need to use the **Accept All (AZ)** action.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 136 (473GB)		Status: IN REVIEW			
Applicant: PAJE, JACK		Date Rec'd: 11/02/2000			
Web ID #: 58471-534310-2000		Vet Sending Signed Form?: NO			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	PAJE, JACK	PAJE, JACK			
3 Sex	MALE	MALE			
4 SSN	211-54-8111	211-54-8111			
5 Claim #	8765533				
6 DOB	04/04/1949	04/04/1949			
7 Religion	UNKNOWN/NO PREFERENCE				
8 Street Line 1	317 WILLOW DR.				
9 City	PITTSBURGH				
10 State	PA				
11 Zip	15238				
12 County	ALLEGHENY				
13 Home Telephone	(724) 277-2777				
<b>+ Enter ?? for more actions</b>					
AF Accept Field	RZ Reset to New	UF Update Field			
AZ Accept All	PZ Print 1010EZ	IZ Inactivate 1010EZ			
CZ Clear All	VZ Verify Signature				
Select Action: Next Screen//					

Notice a few 1010EZ data elements appearing in the example above are not highlighted, which indicates they are not 'accepted'. Those particular data elements cannot be 'accepted' because they are basic Patient identifiers, and should only be modified under special circumstances. The data appearing under the column header *VistA Data* are the answers the enrollment clerk provided when entering the new Patient data for this applicant through the standard Registration interface. (See the preceding section on *Linking Applicant to Patient File*.) This set of basic Patient identifiers and other 1010EZ data elements, which cannot be accepted, are discussed in more detail in section *Data Elements Not Filed* later in this manual.

The **Accept Field (AF)** action command can be used to toggle acceptance of most 1010EZ data elements from 'accepted' to 'not accepted' or vice versa. In the example above, for instance, the enrollment clerk could use an **AF=7** command to toggle Religion data element to 'not accepted'. A second use of the **AF=7** command would toggle the Religion data element back to 'accepted'. (See the *Accept Field* section later in this manual.).

## Using Action Commands

### Accept All

A quick way to mark all the 10-10EZ data as accepted is by use of the **Accept All (AZ)** command. The following example uses the **AZ** action in the case of an applicant matched to an existing Patient record.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 113 (473GB)		Status: IN REVIEW			
Applicant: JOHNSON, ROBERT D		Date Rec'd: 11/02/2000			
Web ID #: 52361-545845-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	JOHNSON, ROBERT D	JOHNSON, ROBERT D			
3 Sex	MALE	MALE			
4 SSN	511-84-3111	511-84-3111			
5 Claim #	6763433	6763433			
6 DOB	04/19/1948	04/19/1948			
7 Religion	UNKNOWN/NO PREFERENC	UNKNOWN/NO PREFERENC			
8 Street Line 1	317 ORIOLE AVE.	317 ORIOLE AVE.			
9 City	EUCLID	EUCLID			
10 State	OH	OH			
11 Zip	44132	44132			
12 County	CUYAHOGA	CUYAHOGA			
13 Home Telephone	(216)261-8898	(216) 261-8899			
<b>+ Enter ?? for more actions</b>					
AF Accept Field	RZ Reset to New	UF Update Field			
AZ Accept All	PZ Print 1010EZ	IZ Inactivate 1010EZ			
CZ Clear All	VZ Verify Signature				
Select Action: Next Screen// <b>AZ</b>					

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 113 (473GB)		Status: IN REVIEW			
Applicant: JOHNSON, ROBERT D		Date Rec'd: 11/02/2000			
Web ID #: 52361-545845-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	<b>YOUR VAMC</b>				
2 Applicant Name	JOHNSON, ROBERT D	JOHNSON, ROBERT D			
3 Sex	<b>MALE</b>	MALE			
4 SSN	511-84-3111	511-84-3111			
5 Claim #	<b>6763433</b>	6763433			
6 DOB	04/19/1948	04/19/1948			
7 Religion	<b>UNKNOWN/NO PREFERENC</b>	UNKNOWN/NO PREFERENC			
8 Street Line 1	<b>317 ORIOLE AVE.</b>	317 ORIOLE AVE.			
9 City	<b>EUCLID</b>	EUCLID			
10 State	<b>OH</b>	OH			
11 Zip	<b>44132</b>	44132			
12 County	<b>CUYAHOGA</b>	CUYAHOGA			
13 Home Telephone	<b>(216)261-8898</b>	(216) 261-8899			
<b>+ Enter ?? for more actions</b>					
AF Accept Field	RZ Reset to New	UF Update Field			
AZ Accept All	PZ Print 1010EZ	IZ Inactivate 1010EZ			
CZ Clear All	VZ Verify Signature				
Select Action: Next Screen//					

Data on all nine display screens for this 10-10EZ are accepted using the **Accept All (AZ)** action.

**Note**

Any question contained in the On-Line 10-10EZ application, which was not answered by the applicant, will not appear on the data comparison screens of the 1010EZ module. So in the preceding example, if the applicant had not provided a home telephone number when filling out the on-line form, then a line for Home Telephone would not appear on the data comparison screen. Therefore, the Home Telephone for the existing **VISTA** Patient would not be displayed.

**Clear All**

The **Clear All (CZ)** action can be used to reset all 10-10EZ data elements to a non-accepted condition. Note, though, that this action is not an option for a new Patient. The enrollment coordinator can, however, employ the **Accept Field (AF)** action to toggle-off accept, one field at a time.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 113 (473GB)		Status: IN REVIEW			
Applicant: JOHNSON, ROBERT D		Date Rec'd: 11/02/2000			
Web ID #: 52361-545845-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	JOHNSON, ROBERT D	JOHNSON, ROBERT D			
3 Sex	MALE	MALE			
4 SSN	511-84-3111	511-84-3111			
5 Claim #	6763433	6763433			
6 DOB	04/19/1948	04/19/1948			
7 Religion	UNKNOWN/NO PREFERENC	UNKNOWN/NO PREFERENC			
8 Street Line 1	317 ORIOLE AVE.	317 ORIOLE AVE.			
9 City	EUCLID	EUCLID			
10 State	OH	OH			
11 Zip	44132	44132			
12 County	CUYAHOGA	CUYAHOGA			
13 Home Telephone	(216) 261-8898	(216) 261-8899			
<b>+ Enter ?? for more actions</b>					
AF Accept Field	RZ Reset to New	UF Update Field			
AZ Accept All	PZ Print 1010EZ	IZ Inactivate 1010EZ			
CZ Clear All	VZ Verify Signature				
Select Action: Next Screen// <b>CZ</b> Clear All					

When this action is selected, the system will remove all highlighting in the 10-10EZ Data column and 10-10EZ data elements that have been accepted will be reset to non-accepted. After using the **Clear All (CZ)** action, the **Accept Field (AF)** and **Accept All (AZ)** actions can be used again as needed to accept the desired 10-10EZ data elements.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 113 (473GB)		Status: IN REVIEW			
Applicant: JOHNSON, ROBERT D		Date Rec'd: 11/02/2000			
Web ID #: 52361-545845-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	JOHNSON, ROBERT D	JOHNSON, ROBERT D			
3 Sex	MALE	MALE			
4 SSN	511-84-3111	511-84-3111			
5 Claim #	6763433	6763433			
6 DOB	04/19/1948	04/19/1948			
7 Religion	UNKNOWN/NO PREFERENC	UNKNOWN/NO PREFERENC			
8 Street Line 1	317 ORIOLE AVE.	317 ORIOLE AVE.			
9 City	EUCLID	EUCLID			
10 State	OH	OH			
11 Zip	44132	44132			
12 County	CUYAHOGA	CUYAHOGA			
13 Home Telephone	(216) 261-8898	(216) 261-8899			
<b>+ Enter ?? for more actions</b>					
AF Accept Field	RZ Reset to New	UF	Update Field		
AZ Accept All	PZ Print 1010EZ	IZ	Inactivate 1010EZ		
CZ Clear All	VZ Verify Signature				
Select Action: Next Screen//					

### Accept Field

Another way for the enrollment clerk to accept 10-10EZ data is with the **Accept Field (AF)** action. The **Accept Field** action allows the enrollment clerk to accept a single 10-10EZ data element. This action is useful when the enrollment clerk wants to select a limited number of 10-10EZ data elements for eventual filing to the **VISTA** Patient record. Accepted data appears highlighted on the screen.

When using the **Accept Field (AF)** action, the enrollment clerk will also need to specify a data element line or a range of data element lines.

Select Action: Next Screen//**AF=13**

or

Select Action: Next Screen//**AF=5, 11, 13**

or

Select Action: Next Screen//**AF=5, 7-13**

In the following example, the enrollment clerk typed **AF=13** to accept the applicant's Home Telephone.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 113 (473GB)		Status: IN REVIEW			
Applicant: JOHNSON, ROBERT D		Date Rec'd: 11/02/2000			
Web ID #: 52361-545845-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	JOHNSON, ROBERT D	JOHNSON, ROBERT D			
3 Sex	MALE	MALE			
4 SSN	511-84-3111	511-84-3111			
5 Claim #	6763433	6763433			
6 DOB	04/19/1948	04/19/1948			
7 Religion	UNKNOWN/NO PREFERENC	UNKNOWN/NO PREFERENC			
8 Street Line 1	317 ORIOLE AVE.	317 ORIOLE AVE.			
9 City	EUCLID	EUCLID			
10 State	OH	OH			
11 Zip	44132	44132			
12 County	CUYAHOGA	CUYAHOGA			
13 Home Telephone	(216)261-8898	(216) 261-8899			
<b>+ Enter ?? for more actions</b>					
AF Accept Field	RZ Reset to New	UF Update Field			
AZ Accept All	PZ Print 1010EZ	IZ Inactivate 1010EZ			
CZ Clear All	VZ Verify Signature				
Select Action: Next Screen// <b>AF=13</b>					

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 113 (473GB)		Status: IN REVIEW			
Applicant: JOHNSON, ROBERT D		Date Rec'd: 11/02/2000			
Web ID #: 52361-545845-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	JOHNSON, ROBERT D	JOHNSON, ROBERT D			
3 Sex	MALE	MALE			
4 SSN	511-84-3111	511-84-3111			
5 Claim #	6763433	6763433			
6 DOB	04/19/1948	04/19/1948			
7 Religion	UNKNOWN/NO PREFERENC	UNKNOWN/NO PREFERENC			
8 Street Line 1	317 ORIOLE AVE.	317 ORIOLE AVE.			
9 City	EUCLID	EUCLID			
10 State	OH	OH			
11 Zip	44132	44132			
12 County	CUYAHOGA	CUYAHOGA			
13 Home Telephone	<b>(216)261-8898</b>	(216) 261-8899			
<b>+ Enter ?? for more actions</b>					
AF Accept Field	RZ Reset to New	UF Update Field			
AZ Accept All	PZ Print 1010EZ	IZ Inactivate 1010EZ			
CZ Clear All	VZ Verify Signature				
Select Action: Next Screen//					

**Note**

Once accepted, any data element can be placed back into a non-accepted condition by performing another **Accept Field (AF)** action on the same data element. This can occur reiteratively until the enrollment clerk is satisfied with the result.



### Special Cases of Data Acceptance

There are some 10-10EZ data elements which the system automatically accepts (pre-accepted) without any action by the enrollment clerk.

This is true for data related to health insurance and Medicare coverage. If the 10-10EZ application is filed eventually to the **VISTA** database, then health insurance and Medicare information always will be filed, so acceptance cannot be toggled-off for those data elements. The data is passed to Integrated Billing for further review.

Another case of pre-acceptance relates to spouse and dependent data that is stored in files associated with income testing; it cannot be toggled-off. Because of the inter-dependencies involved and the need to preserve database integrity, the filing of data to these income-related files must be complete and consistent. All income-related data elements will be filed as long as the applicant does not have an income test for the current income-reporting year at the preferred medical treatment facility that received the 10-10EZ application. Note that the current income-reporting year is the year immediately preceding the current year, i.e., 2000 is the current income-reporting year for applications received in 2001.

However, the enrollment clerk may use the **Update Field (UF)** action to edit any pre-accepted 10-10EZ data element, if needed. All the data filed into the **VISTA** Patient database by the 1010EZ module can be edited when using **VISTA** Registration, Enrollment, and/or Means Test options.

### Update Field

An **Update Field (UF)** action allows the enrollment clerk to directly edit a selected field. The editing is done through FileMan.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 113 (473GB)		Status: IN REVIEW			
Applicant: JOHNSON, ROBERT D		Date Rec'd: 11/02/2000			
Web ID #: 52361-545845-2000		Vet Sending Signed Form?: YES			
Data Item		10-10EZ Data		VistA Data	
1	Facility Applying To	YOUR VAMC			
2	Applicant Name	JOHNSON, ROBERT D		JOHNSON, ROBERT D	
3	Sex	MALE		MALE	
4	SSN	511-84-3111		511-84-3111	
5	Claim #	6763433		6763433	
6	DOB	04/19/1948		04/19/1948	
7	Religion	UNKNOWN/NO PREFERENC		UNKNOWN/NO PREFERENC	
8	Street Line 1	317 ORIOLE AVE.		317 ORIOLE AVE.	
9	City	EUCLID		EUCLID	
10	State	OH		OH	
11	Zip	44132		44132	
12	County	CUYAHOGA		CUYAHOGA	
13	Home Telephone			(216) 261-8899	
AF	Accept Field	RZ	Reset to New	UF	Update Field
AZ	Accept All	PZ	Print 1010EZ	IZ	Inactivate 1010EZ
CZ	Clear All	VZ	Verify Signature		
Select Action: Next Screen// <b>UF=8</b> Update Field					
APPLICANT STREET ADDRESS: <b>3617 ORIOLE AVE.</b>					

When the enrollment clerk selects **UF**, an updated data element is automatically accepted, as seen in the next screen display where the data for Street Line 1 is highlighted to indicate acceptance.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 113		(473GB)		Status: IN REVIEW	
Applicant: JOHNSON, ROBERT D				Date Rec'd: 11/02/2000	
Web ID #: 52361-545845-2000				Vet Sending Signed Form?: YES	
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	JOHNSON, ROBERT D	JOHNSON, ROBERT D			
3 Sex	MALE	MALE			
4 SSN	511-84-3111	511-84-3111			
5 Claim #	6763433	6763433			
6 DOB	04/19/1948	04/19/1948			
7 Religion	UNKNOWN/NO PREFERENC	UNKNOWN/NO PREFERENC			
8 Street Line 1	<b>3617 ORIOLE AVE.</b>	317 ORIOLE AVE.			
9 City	EUCLID	EUCLID			
10 State	OH	OH			
11 Zip	44132	44132			
12 County	CUYAHOGA	CUYAHOGA			
13 Home Telephone	<b>(216) 261-8898</b>	(216) 261-8899			
<b>+ Enter ?? for more actions</b>					
AF Accept Field	RZ Reset to New	UF Update Field			
AZ Accept All	PZ Print 1010EZ	IZ Inactivate 1010EZ			
CZ Clear All	VZ Verify Signature				
Select Action: Next Screen//					

**Note**

The **Update Field (UF)** action should be used judiciously to correct obvious typographical errors, or to amend data to comply with official sources or as directed by the applicant.

Any 10-10EZ data element directly edited via **Update Field (UF)** is automatically accepted for eventual filing into the **VISTA** database. This acceptance cannot be toggled off by executing an **Accept Field (AF)** command on the data element. To reinstate the original data values to updated fields requires the enrollment clerk to **Reset to New (RZ)**.

### *Reset to New*

**Reset to New (RZ)** allows the enrollment clerk to scrap everything done to a 10-10EZ application and to start over again. **Reset to New** is only available for applications in the status of In Review or Printed, Pending Signature.

This **Reset to New** action sets the processing status of the application back to New. When this occurs:

- (1) Any accepted data items are placed back in their original state, i.e., all **Accept Field (AF)** actions are reversed.
- (2) Original data is restored to any data element that was edited through **Update Field (UF)**.

- (3) The link (i.e., match-up) to the Patient File established through the **Link to Patient File (LZ)** action is broken.
- (4) The application is placed back on the New application list.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 113 (473GB)		Status: IN REVIEW			
Applicant: JOHNSON, ROBERT D		Date Rec'd: 11/02/2000			
Web ID #: 52361-545845-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	JOHNSON, ROBERT D	JOHNSON, ROBERT D			
3 Sex	MALE	MALE			
4 SSN	511-84-3111	511-84-3111			
5 Claim #	6763433	6763433			
6 DOB	04/19/1948	04/19/1948			
7 Religion	UNKNOWN/NO PREFERENC	UNKNOWN/NO PREFERENC			
8 Street Line 1	<b>3617 ORIOLE AVE.</b>	317 ORIOLE AVE.			
9 City	EUCLID	EUCLID			
10 State	OH	OH			
11 Zip	44132	44132			
12 County	CUYAHOGA	CUYAHOGA			
13 Home Telephone	<b>(216) 261-8898</b>	(216) 261-8899			
<b>+ Enter ?? for more actions</b>					
AF Accept Field	RZ Reset to New	UF Update Field			
AZ Accept All	PZ Print 1010EZ	IZ Inactivate 1010EZ			
CZ Clear All	VZ Verify Signature				
Select Action: Next Screen// <b>RZ</b> Reset to New					

Notice on the following screen, the street address now reads as it was originally received and the application Status is New.

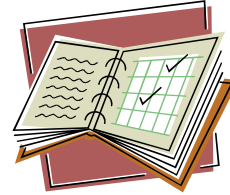
10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 113 (473GB)		Status: NEW			
Applicant: JOHNSON, ROBERT D		Date Rec'd: 11/02/2000			
Web ID #: 52361-545845-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	JOHNSON, ROBERT D				
3 Sex	MALE				
4 SSN	511-84-3111				
5 Claim #	6763433				
6 DOB	04/19/1948				
7 Religion	UNKNOWN/NO PREFERENC				
8 Street Line 1	317 ORIOLE AVE.				
9 City	EUCLID				
10 State	OH				
11 Zip	44132				
12 County	CUYAHOGA				
13 Home Telephone	(216) 261-8898				
<b>+ Enter ?? for more actions</b>					
LZ Link to Patient File		IZ Inactivate 1010EZ			
Select Action: Next Screen//					

## ***Printed, Pending Signature***

If the applicant indicated that a signed copy of the 10-10EZ submission would be mailed to the facility, and if the signed copy is not received within 30 days, then the enrollment clerk should use the **Print 1010EZ (PZ)** action to print the form and mail it to the veteran for signature. Another 30 days should be allowed for the applicant to return the signed form.

***If the facility has not received the signed 10-10EZ within 30 days, the facility should print and mail another copy. Allow an additional 30 days for the veteran to sign and mail back the form.***

If the applicant indicated that he would not print the 10-10EZ, and expects the facility to print and send a copy to him for signature, then the enrollment clerk should use the **Print 1010EZ (PZ)** action as soon as possible to generate the form. If it is not returned by the applicant within 30 days, another copy should be generated and sent for signature. As above, if the first 30-day period passes without receiving the signed form from the veteran, then it should be printed and mailed again, allowing an additional 30 days for a returned signature.



When the enrollment clerk selects the **Print 1010EZ (PZ)** action, the accepted data will be printed on a 10-10EZ form. Any data element that has not been marked as accepted will not appear on the printed form. If **VISTA** data exists for a non-accepted 10-10EZ data element, then the **VISTA** data will appear on the printed form.

In the screen below, the enrollment clerk selects the **Print 1010EZ (PZ)** action to print the form. The form requires 132 columns. It cannot be displayed on the screen and must be sent to a valid system print device; it cannot be sent to a printer connected to a personal computer system.

The 10-10EZ printed from **VISTA** has been implemented to follow the format of the 10-10EZ form seen in the web application to the greatest degree possible. It includes the Privacy Act, Paperwork Reduction Act, medical release consent, and signature blocks.

The enrollment clerk will see that the processing status, seen in the upper right portion of the screen, has changed from In Review to Printed, Pending Signature.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 113 (473GB)		Status: IN REVIEW			
Applicant: JOHNSON, ROBERT D		Date Rec'd: 11/02/2000			
Web ID #: 52361-545845-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	JOHNSON, ROBERT D	JOHNSON, ROBERT D			
3 Sex	MALE	MALE			
4 SSN	511-84-3111	511-84-3111			
5 Claim #	6763433	6763433			
6 DOB	04/19/1948	04/19/1948			
7 Religion	UNKNOWN/NO PREFERENC	UNKNOWN/NO PREFERENC			
8 Street Line 1	317 ORIOLE AVE.	317 ORIOLE AVE.			
9 City	EUCLID	EUCLID			
10 State	OH	OH			
11 Zip	44132	44132			
12 County	CUYAHOGA	CUYAHOGA			
13 Home Telephone		(216) 261-8899			
AF Accept Field      RZ Reset to New      UF Update Field AZ Accept All      PZ Print 1010EZ      IZ Inactivate 1010EZ CZ Clear All      VZ Verify Signature Select Action: Next Screen// <u>PZ</u> Print 1010EZ  This output requires a 132 column output printer. Output to SCREEN will be unreadable. DEVICE: HOME// <u>P-HP132</u> Requested Start Time: NOW// <u>&lt;cr&gt;</u> (NOV 19, 2000@20:22:53)  Please wait while processing... Enter RETURN to continue or '^' to exit:					

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 113 (473GB)		Status: PRINTED,PENDING SIG			
Applicant: JOHNSON, ROBERT D		Date Rec'd: 11/02/2000			
Web ID #: 52361-545845-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	JOHNSON, ROBERT D	JOHNSON, ROBERT D			
3 Sex	MALE	MALE			
4 SSN	511-84-3111	511-84-3111			
5 Claim #	6763433	6763433			
6 DOB	04/19/1948	04/19/1948			
7 Religion	UNKNOWN/NO PREFERENC	UNKNOWN/NO PREFERENC			
8 Street Line 1	317 ORIOLE AVE.	317 ORIOLE AVE.			
9 City	EUCLID	EUCLID			
10 State	OH	OH			
11 Zip	44132	44132			
12 County	CUYAHOGA	CUYAHOGA			
13 Home Telephone	(216) 261-8898	(216) 261-8899			
+ Enter ?? for more actions					
RZ Reset to New		VZ Verify Signature			
PZ Print 1010EZ		IZ Inactivate 1010EZ			
Select Action: Next Screen//					

**Note**

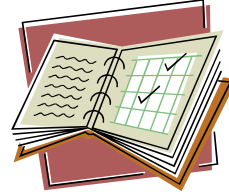
The enrollment clerk may obtain a printed copy of all 1010EZ data along with any existing **V/STA** Patient data by using the hidden List Manager of Print Screen (PS) which prints all the data comparison screens. This printed output is for internal use only and should not be sent to the veteran.

## Signed

### After Receiving a Signed Application

It is not until the enrollment clerk receives a signed application from the veteran that data can actually be stored in **VISTA**. When the enrollment clerk receives a signed application from a veteran, the veteran's electronic 10-10EZ should be located and retrieved for viewing. The enrollment clerk may receive the signed form at the start of the application processing in **VISTA**, or may have to wait up to 30 days for the signed application. Or, if the veteran requested the printed 10-10EZ to be sent to him/her for signature, a wait time of 60 days is recommended.

*The wait may be up to 60 days if the form was printed and sent to the veteran for signature.*



The electronic 10-10EZ application will most likely be in either a **New** or **Printed, Pending Signature** status, although some may be in an **In Review** status as well.

Applications still in the **New** status will be those where the applicant indicated he has printed his 10-10EZ form and intends to sign and send it to the medical facility.

Those applications in the **Printed, Pending Signature** status will generally be those where the applicant has indicated he wants the VA facility to print and send the completed form for signature.

Regardless of which category the signed application falls into, the enrollment clerk may face a situation where the veteran has made hand-written changes to data on the printed (i.e., paper) form. In other words, the enrollment clerk may need to edit the electronic 10-10EZ data with the veteran's hand-written changes on the printed 10-10EZ form. Direct edits to 10-10EZ data are accomplished through the **Update Field (UF)** action. **Update Field** is available only for applications in either the **In Review** or the **Signed** processing status.

If the application is still **New**, then in order to use the **Update Field (UF)** action, the enrollment clerk must first place the application into the **In Review** status by using the **Link to Patient File (LZ)** command. The **Update Field (UF)** action can be seen in the command section at the lower part of the List Manager screen for the **In Review** application.

If the application is **Printed, Pending Signature**, the enrollment clerk must first place the application into the **Signed** status in order to use the **Update Field (UF)** action; this is done by using the **Verify Signature (VZ)** command. The **Update Field (UF)** action can be seen in the command section at the lower part of the List Manager screen for the **Signed** application.

For example, the enrollment clerk has received a signed, printed application, returned by veteran SMITH, JUDY (SSN 123-45-6789) via surface mail. The enrollment clerk can clearly see that this paper 10-10EZ was printed from the VistA 10-10EZ module, and not from the online 10-10EZ web site. Therefore, the status of this application must be **Printed, Pending Signature**.

First, the enrollment clerk locates the application from the list of applications in the Printing, Pending Signature status.

10-10EZ Status List		Nov 09, 2000 13:29:56		Page: 1 of 1		
Application Status: PENDING SIGNATURE						
	Applicant	SSN	Vet. Type	Rec'd	Print To	App#
1	HOCH,DARLENE	611-14-8111	NSC	11/02/00	VA 473GB	111
2	HUNTER,RICK MITCHEL	311-77-9111	SC <50%	10/27/00	VA 473GB	109
3	JOHNSON,ROBERT D	511-84-3111	SC <50%	11/02/00	VA 473GB	113
4	LIMA,JOSE HECTOR	511-67-3111	NSC	11/02/00	Vet 473GB	119
5	MASSEY,JOHN MICHAEL	211-46-9111	NSC	11/02/00	Vet 473GB	118
6	MCNUTT,RONDA L	311-77-4111	NSC	11/02/00	VA 473GB	115
7	MOLARI,LONDO J	711-78-5111	NSC	10/27/00	VA 473GB	110
8	PAJE,JACK	211-54-8111	SC 50-100%	11/02/00	VA 473GB	136
9	SMITH,JUDY	123-45-6789	NSC	11/12/00	Vet 473GB	150
<b>Select an Application to view.</b>						
EZ 1010EZ Processing						
Select Action: Quit// <u>EZ=9</u> 1010EZ Processing						
...EXCUSE ME, LET ME PUT YOU ON 'HOLD' FOR A SECOND...						

This brings up the data comparison screens for Application #150.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 150 (473GB)		Status: PRINTED,PENDING SIG			
Applicant: SMITH,JUDY		Date Rec'd: 11/12/2000			
Web ID #: 48121-338900-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	SMITH, JUDY	SMITH, JUDY			
3 Sex	<b>FEMALE</b>	FEMALE			
4 SSN	123-45-6789	123456789			
5 Claim #	<b>987654</b>				
6 DOB	04/09/1967	04/09/1967			
7 Religion	<b>BAPTIST</b>				
8 Street Line 1	<b>1 STREET DR.</b>				
9 City	<b>ANYTOWN</b>				
10 State	<b>MISSOURI</b>				
11 Zip	<b>123456</b>				
12 County	<b>WEST</b>				
13 Home Telephone	<b>(123) 456-7890</b>				
<b>+ Enter ?? for more actions</b>					
RZ Reset to New	VZ Verify Signature				
PZ Print 1010EZ	IZ Inactivate 1010EZ				
Select Action: Next Screen//					

To continue with our example, the enrollment clerk notices on the paper 10-10EZ form that the veteran has changed data in question block 9E. County. Ms. Smith crossed out her previous answer of WEST and wrote in EAST. To make this same change on the electronic 10-10EZ, the enrollment clerk must first place the application in the Signed status. The enrollment clerk will type **VZ** at the prompt.



10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 150 (473GB)		Status: PRINTED,PENDING SIG			
Applicant: SMITH, JUDY		Date Rec'd: 11/12/2000			
Web ID #: 48121-338900-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	SMITH, JUDY	SMITH, JUDY			
3 Sex	<b>FEMALE</b>	FEMALE			
4 SSN	123-45-6789	123456789			
5 Claim #	<b>987654</b>				
6 DOB	04/09/1967	04/09/1967			
7 Religion	<b>BAPTIST</b>				
8 Street Line 1	<b>1 STREET DR.</b>				
9 City	<b>ANYTOWN</b>				
10 State	<b>MISSOURI</b>				
11 Zip	<b>123456</b>				
12 County	<b>WEST</b>				
13 Home Telephone	<b>(123)456-7890</b>				
<b>+ Enter ?? for more actions</b>					
RZ Reset to New	VZ Verify Signature				
PZ Print 1010EZ	IZ Inactivate 1010EZ				
Select Action: Next Screen// <b>VZ</b> Verify Signature					
Applicant signature is verified...					
Please wait while processing...					

After execution of the **VZ** function, the application's status changes from Printed, Pending Signature to Signed, as shown below. Now, the **Update Field (UF)** action can be seen in the command section of the List Manager screen and the **Inactivate 1010EZ (IZ)** action is no longer available.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 150 (473GB)		Status: SIGNED			
Applicant: SMITH, JUDY		Date Rec'd: 11/12/2000			
Web ID #: 48121-338900-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	SMITH, JUDY	SMITH, JUDY			
3 Sex	<b>FEMALE</b>	FEMALE			
4 SSN	123-45-6789	123456789			
5 Claim #	<b>987654</b>				
6 DOB	04/09/1967	04/09/1967			
7 Religion	<b>BAPTIST</b>				
8 Street Line 1	<b>1 STREET DR.</b>				
9 City	<b>ANYTOWN</b>				
10 State	<b>MISSOURI</b>				
11 Zip	<b>123456</b>				
12 County	<b>WEST</b>				
13 Home Telephone	<b>(123)456-7890</b>				
PZ Print 1010EZ	UF Update Field	FZ File 1010EZ			
Select Action: Next Screen//					

The enrollment clerk can now select the **Update Field (UF)** action if necessary to update any 1010EZ data element that may have been manually edited by the applicant. This may occur when a printed 10-10EZ form is sent to the veteran for signature, and the veteran decides to change certain information or to fill-in missing information as requested by the enrollment clerk.

In this case, the enrollment clerk specifies command **UF=12** in order to update the county data element appearing on line 12 of the List Manager screen. The **UF** command initiates a FileMan edit dialog, and the enrollment clerk may select a new county from the valid selections for the associated state.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 150 (473GB)		Status: SIGNED			
Applicant: SMITH, JUDY		Date Rec'd: 11/12/2000			
Web ID #: 48121-338900-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	SMITH, JUDY	SMITH, JUDY			
3 Sex	<b>FEMALE</b>	FEMALE			
4 SSN	123-45-6789	123456789			
5 Claim #	<b>987654</b>				
6 DOB	04/09/1967	04/09/1967			
7 Religion	<b>BAPTIST</b>				
8 Street Line 1	<b>1 STREET DR.</b>				
9 City	<b>ANYTOWN</b>				
10 State	<b>MISSOURI</b>				
11 Zip	<b>123456</b>				
12 County	<b>WEST</b>				
13 Home Telephone	<b>(123) 456-7890</b>				
<b>+ Enter ?? for more actions</b>					
PZ Print 1010EZ	UF Update Field	FZ File 1010EZ			
Select Action: Next Screen// <b>UF=12</b> Update Field					
APPLICANT COUNTY: ??					
Answer with COUNTY, or VA COUNTY CODE					
Do you want the entire 27-Entry COUNTY List? Y (Yes)					
Choose from:					
ALBANY	001				
BALDWIN	003				
BARBOUR	005				
BIBB	007				
BLEEK	009				
BUTLER	010				
CHILTON	012				
CLARKE	013				
CLAY	015				
COFFEE	016				
EAST	017				
GALPIN	018				
GERARD	020				
.					
.					
.					
APPLICANT COUNTY: <b><u>EAST</u></b> 017					

The next screen displays the updated data element.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 150 (473GB)		Status: SIGNED			
Applicant: SMITH, JUDY		Date Rec'd: 11/12/2000			
Web ID #: 48121-338900-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	SMITH, JUDY	SMITH, JUDY			
3 Sex	<b>FEMALE</b>	FEMALE			
4 SSN	123-45-6789	123456789			
5 Claim #	<b>987654</b>				
6 DOB	04/09/1967	04/09/1967			
7 Religion	<b>BAPTIST</b>				
8 Street Line 1	<b>1 STREET DR.</b>				
9 City	<b>ANYTOWN</b>				
10 State	<b>MISSOURI</b>				
11 Zip	<b>123456</b>				
12 County	<b>EAST</b>				
13 Home Telephone	<b>(123) 456-7890</b>				
<b>+ Enter ?? for more actions</b>					
PZ Print 1010EZ	UF Update Field	FZ File 1010EZ			
Select Action: Next Screen//					

**Note**

Once the signature has been verified with the **Verify Signature (VZ)** command, the application is in a Signed status. The enrollment clerk can then update (i.e., directly edit) a data element on the 10-10EZ through the **Update Field (UF)** action.

The reason for not allowing the **Update Field (UF)** for an application in the Printed, Pending Signature status is to prevent inadvertent changes to 10-10EZ data. An application in the Printed, Pending Signature is assumed to have been mailed to the veteran for signature. Changes should not be made to the data or to the form while awaiting receipt of the signed 10-10EZ.

**Filed****Filing 1010EZ Data into VISTA**

After receipt of a signed form has been verified, the enrollment clerk can file the data into the **VISTA** Patient database by selecting the **File 1010EZ (FZ)** action at the **Select Action:** prompt, as shown below. By doing so, the application's status is set to **Filed**.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 150 (473GB)		Status: SIGNED			
Applicant: SMITH, JUDY		Date Rec'd: 11/12/2000			
Web ID #: 48121-338900-2000		Vet Sending Signed Form?: YES			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	SMITH, JUDY	SMITH, JUDY			
3 Sex	<b>FEMALE</b>	FEMALE			
4 SSN	123-45-6789	123456789			
5 Claim #	<b>987654</b>				
6 DOB	04/09/1967	04/09/1967			
7 Religion	<b>BAPTIST</b>				
8 Street Line 1	<b>1 STREET DR.</b>				
9 City	<b>ANYTOWN</b>				
10 State	<b>MISSOURI</b>				
11 Zip	<b>123456</b>				
12 County	<b>WEST</b>				
13 Home Telephone	<b>(123)456-7890</b>				
<b>+ Enter ?? for more actions</b>					
PZ Print 1010EZ	UF Update Field	FZ File 1010EZ			
Select Action: Quit// <b>FZ</b> File 1010EZ					
Requested Start Time: NOW// (NOV 09, 2000@21:02:17)					
10-10EZ data is being filed as a background job.					
Task #: 9280					
Enter RETURN to continue or '^' to exit:					

The actual process of filing data to the Patient database can be rather lengthy. The filing process is tasked as a background job.

When the **File 1010EZ (FZ)** action is performed, processing of the electronic 10-10EZ is complete. The data comparison screen is closed and the enrollment clerk is returned to the application selection screen. If the enrollment clerk needs to view this 10-10EZ again, it may be selected from the list of Filed applications for up to 30 days after filing. The entire 10-10EZ remains in the 1010EZ HOLDING file (#712), but can only be viewed by using the 10-10EZ Quick Lookup option.

Once **Filed**, the data is available for normal Patient processing, e.g., registration, means testing, and enrollment. After filing, enrollment clerks can view on screen or print the electronic 10-10EZ application, but cannot process it further. Should the enrollment clerk need to make any further updates, the enrollment clerk can do so in the appropriate **VISTA** Registration menu option.

**Data Elements Not Filed**

There are certain 10-10EZ data elements which cannot be filed in the **VISTA** database. There are two reasons why filing is not done for a given data element.

- (1) Filing of the data element cannot be done without initiating further patient processing, e.g., full Registration and/or Enrollment.
- (2) A storage location for the data element does not exist in the current Patient database.

Data elements that fall under category 2 will be retained by the 10-10EZ HOLDING file (#712) indefinitely. Those elements that are in category 1 can be viewed easily by the enrollment clerk, and entered during a future Registration/Enrollment process.

The following list identifies those 10-10EZ data elements that fall into these not-filed categories.

	<u>Section-Question# (on the 10-10EZ form)</u>
Type of benefit applied for	I - 1A
Dental	
Domiciliary	
Enrollment	
Health Services	
Nursing Home	
Preferred medical center or outpatient clinic	I - 1B
Veteran name	I - 2
Social Security Number	I - 5
Date of Birth	I - 7
Purple Heart award recipient?	I - 14A
Medicare claim number	I - 14M
Date of retirement (applicant)	I - 15A
Date of retirement (spouse)	I - 16A
Does veteran have health insurance?	I - 17
Does spouse have health insurance?	I - 18
Need related to job injury?	I - 22A
Need related to accident?	I - 22B
Spouse's address street	IIA - 6
Street	
City	
State	
Zip	
Spouse's telephone number	IIA - 8.
Is child 18-23 in school?	IIA - 15.
Is child 18-23 in school?	IIB - 9.
Income from farm, ranch, property or business?	IIC - 3.

Since these data items cannot be filed into the Patient database, they are not available to the enrollment clerk for the **Accept Field (AF)** or to the **Update Field (UF)** actions. If any one of these

fields is selected for the **AF** or **UF** actions, the screen will display an informational message indicating that the action cannot be completed.

## Validity Checks

During the filing process, the system employs FileMan validity checks. Any data element that does not pass the validity checks will not be filed into the Patient record, even though the 10-10EZ itself indicates a status of Filed.

For example, if the enrollment clerk decides not to accept the applicant's employment status data element, but does accept the employer name, employer address and employer telephone number. After the **FZ** action is completed, the enrollment clerk will find that none of the employer data was filed with the Patient record. The FileMan validity checks will not allow employer data without an employment status. In other words, data cannot be filed into the Patient record through the 10-10EZ module that would not have been accepted through **V/STA** Registration.

The Registration options (e.g., *Register a Patient, Load/Edit Patient Data*) operate interactively and give the user immediate feedback on invalid data. The **File 1010EZ (FZ)** action results in an update to the Patient record that occurs as a queued background job. Therefore, the user who filed the data is provided with an informational message concerning any validity checks that produced errors and prevented update of the Patient record. The following is an example message:

```
Subj: EAS 1010EZ Error Report for APP #120 [#3249] 27 Mar 01 17:17
From: POSTMASTER In 'IN' basket. Page 1
-----
Errors were returned by the FileMan validator when filing 1010EZ
data for --
Applicant:      SMITH,JOHN Q.
Application #: 120
Filing Date:   MAR 27, 2001

1010EZ data for APPLICANT was not filed to
Field #.117 of File #2 because:
The value 'BUXBY' for field COUNTY in file PATIENT is not
valid.

1010EZ data for APPLICANT was not filed to
Field #.07 of File #408.22 because:
The value '0' for field AMOUNT CONTRIBUTED TO SPOUSE in file
INCOME RELATION is not valid.

1010EZ data for CHILD #3 was not filed to
Field #.09 of File #408.13 because:
The value '777777777' for field SOCIAL SECURITY NUMBER in file
INCOME PERSON is not valid.
```

The enrollment clerk may wish to follow-up immediately on this informational message by correcting the data through *Load/Edit Patient Data*. In other cases, it may be sufficient to edit the data during normal registration, enrollment and/or means testing.

## Inactivated

### Closing an Application

Any time prior to verifying the signature of an application, an enrollment clerk may determine that a 10-10EZ application cannot be processed further. One circumstance may be that the applicant did not return a signed application to the facility in the maximum 60-day time period allotted. Changing the status of the electronic 10-10EZ to **Inactivated** allows the application to be viewed at any time if needed, but it will not be available for normal application processing. Note, however, that an inactivated application will remain viewable for up to 30 days after inactivation. The entire 10-10EZ application remains in the 1010EZ HOLDING file (#712), and its basic information can be viewed only through using the 10-10EZ Quick Lookup option.

**If a veteran has not provided a signed 10-10EZ within 60 days, the enrollment clerk may inactivate the application.**



In the screen below, the enrollment clerk enters **Inactivate 1010EZ (IZ)** at the Select Action: prompt.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 185 (473GB)		Status: IN REVIEW			
Applicant: BROWN, GEORGE		Date Rec'd: 11/14/2000			
Web ID #: 48128-897880-2000		Vet Sending Signed Form?: NO			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	BROWN, GEORGE	BROWN, GEORGE			
3 Sex	MALE	MALE			
4 SSN	555-55-5555	555555555			
5 Claim #	987654	987654			
6 DOB	10/29/1952	10/29/1952			
7 Religion	PROTESTANT	PROTESTANT			
8 Street Line 1	2 EASY DRIVE	123 MAIN ST.			
9 City	ANYTOWN	KANSAS CITY			
10 State	MISSOURI	MISSOURI			
11 Zip	69756				
12 County	WEST				
13 Home Telephone	(321) 456-9258				
<b>+ Enter ?? for more actions</b>					
AF Accept Field	RZ Reset to New	UF Update Field			
AZ Accept All	PZ Print 1010EZ	IZ Inactivate 1010EZ			
CZ Clear All	VZ Verify Signature				
Select Action: Next Screen// <b>IZ</b> Inactivate 1010EZ					
Application has been closed/inactivated...					
Please wait while processing...					

When the application is viewed again, its processing status is **Inactivated**, all accepted fields are reset to non-accepted, any updated data elements have been replaced with original data, and the linkage to the site's Patient database has been removed.

10-10EZ Processing		Nov 09, 2000 13:33:54	Page: 1 of 9
Application #: 185 (473GB)		Status: INACTIVATED	
Applicant: BROWN, GEORGE		Date Rec'd: 11/14/2000	
Web ID #: 48128-897880-2000		Vet Sending Signed Form?: NO	
Data Item	10-10EZ Data	VistA Data	
1 Facility Applying To	YOUR VAMC		
2 Applicant Name	BROWN, GEORGE		
3 Sex	MALE		
4 SSN	555-55-5555		
5 Claim #	987654		
6 DOB	10/29/1952		
7 Religion	PROTESTANT		
8 Street Line 1	2 EASY DRIVE		
9 City	ANYTOWN		
10 State	MISSOURI		
11 Zip	69756		
12 County	WEST		
13 Home Telephone	(321) 456-9258		
<b>+ Enter ?? for more actions</b>			
QZ Quit			
Select Action: Next Screen//			

**Note**

An application cannot be inactivated once the **Verify Signature (VZ)** action has been performed. An application that is Inactivated cannot be processed further. If it is determined that the application should be processed, then all 10-10EZ data would need to be re-entered at the Online Form 10-10EZ web site as a new application.



## Other 1010EZ Options

### **10-10EZ Quick Lookup [EAS EZ QUICK LOOKUP]**

As indicated in previous sections, enrollment coordinators who need to review 10-10EZ data for those applications already dropped from **Filed** or **Inactivated** lists, may do so through the 10-10EZ Quick Lookup option. At the **Select 10-10EZ Menu Option:** prompt, select **QL**.

```
Select 10-10EZ Menu Option: ?

    QL      10-10EZ Quick Lookup
    EZ      Electronic 10-10EZ Processing

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select 10-10EZ Menu Option: QL 10-10EZ Quick Lookup
```

When prompted, the enrollment coordinator can enter any one of the following types of information.

```
10-10EZ Application Quick Lookup --

At the prompt, you may enter any one of the following:

    (1) Application ID
        Example: 120

    (2) Web Submission ID
        Example: 1211-122010-2000
            Hyphens must appear just as received from
            the On-Line 1010-EZ application.


    (3) Applicant Name
        Examples: CLOVER,JOHN QUIGGLEY
                  CLOVER,J
                  No space between last and first name.

    (4) Applicant SSN
        Example: 123-12-0000
                  Must be entered as nnn-nn-nnnn.


    Or enter "^" to exit.

Select 1010EZ HOLDING APPLICATION #: 120      ← This is the Application #.
```

At the next screen, the enrollment clerk will notice that the application Status is highlighted.

App #: 120	Web ID: 1211-122010-2000
To: 473GB	Date Rec'd: OCT 20, 2000
Status: <b>FILED</b>	
Applicant: CLOVER, JOHN QUIGGLE	SSN: 123-12-0000 DOB: 03/03/1948
Vet Type: NSC	Vet new to Vista?: NO
Financial Disclosure: YES	Expect copy from vet?: YES
Review start date: OCT 27,2000	Print date:
Sign date: NOV 10,2000	File date: NOV 10,2000
Inactivate date:	
Services Requested: outpatient visits and prescriptions	
Appt. Requested: NO	
e-mail Address: jclover@aol.com	
Enter RETURN to continue or '^' to exit:  Screen pauses	

If the enrollment clerk enters ^, the main menu will display. If the enrollment clerk hits the Enter key, the second screen of information will appear.

App #: 120	Web ID: 1211-122010-2000
Status: <b>FILED</b>	
Applicant: CLOVER, JOHN QUIGGLE	
Comments -	
This is comment line 1.	
This is comment line 2.	
This is comment line 3.	
Enter RETURN to continue or '^' to exit:  The screen pauses	

The enrollment clerk is returned to the Select prompt and may query another application. When the enrollment clerk enters ^ at this prompt, the menu displays.

Select 1010EZ HOLDING APPLICATION #: ^
Select 10-10EZ Menu Option: ?
QL 10-10EZ Quick Lookup
EZ ELECTRONIC 10-10EZ PROCESSING
Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.
Select 10-10EZ Menu Option:

As explained in the opening screen, other ways to lookup an application are by using the web submission ID, applicant name, or applicant SSN. The applicant name method is the only one of the four lookup methods that uses alphabetic characters. But if web submission ID or applicant SSN methods are used, they must be entered exactly as they appear on the 10-10EZ form, i.e., exactly as provided by the On-Line 10-10EZ application.

An applicant SSN must be entered as nnn-nn-nnnn. Likewise, the Web Submission ID must be entered as all numeric with hyphens inserted as needed.

```
Select 1010EZ HOLDING APPLICATION #: 757121812001 ??
Select 1010EZ HOLDING APPLICATION #: 757-12181-2001 132
App #: 132                               Web ID: 757-12181-2001
To:                                       Date Rec'd: FEB 28, 2001
Status: IN REVIEW
Applicant: TEST,JOHN TESTER             SSN: 443-44-5555      DOB: 01/14/1957
Vet Type: SC 50-100%                   Vet new to Vista?: YES
Financial Disclosure: NO                 Expect copy from vet?: YES
Review start date: FEB 28,2001          Print date:
Sign date:                             File date:
Inactivate date:
Services Requested: testing testing testing
Appt. Requested: NO
e-mail Address:
Enter RETURN to continue or '^' to exit: ^
```

Entering a partial number is also acceptable, such as 757-12. Since this could possibly be the beginning of an applicant SSN, as well as a web submission ID number, the user may need to select one of several matches.

```
Select 10-10EZ Menu Option: QL 10-10EZ Quick Lookup

10-10EZ Application Quick Lookup --
At the prompt, you may enter any one of the following:

(1) Application ID
    Example: 158

(2) Web Submission ID
    Example: 4537-15222-2001
        Hyphens must appear just as received from
        the On-Line 1010-EZ application.

(3) Applicant Name
    Examples: SMITH,JOHN R
              JONES,D
        No space between last and first name.

(4) Applicant SSN
    Example: 111-22-3333
        Must be entered as nnn-nn-nnnn.

Or enter "^" to exit.

Select 1010EZ HOLDING APPLICATION #: 757-12
  1  757-12-7677&03/21/1930  117  ← This is an SSN match
  2  757-12181-2001  132        ← This is the Web Submission ID match
CHOOSE 1-2:
```

## ***Remove Signature Verification [EAS EZ REMOVE SIGNATURE]***

Once the **Verify Signature (VZ)** action is performed on the 1010EZ application data, it must be filed into the Patient database. It is no longer possible to break the linkage to the Patient file (i.e., **Reset to New**) or to discard the application (i.e., **Inactivate 1010EZ**) through the normal List Manager processing tool.

However, a separate menu option has been provided to allow enrollment staff to remove signature verification. The Enrollment Coordinator at each facility can decide how this option should be used, and if local option locking should be enforced to prevent wider distribution. (Option locking should be discussed with IRM support staff at the local facility.)

Signature verification may be removed only on those 1010EZ applications which are in a status of **Signed**, and which have not yet been Filed to the Patient database.

In the example, user responses are bolded and underlined:

```
Select 10-10EZ Menu Option: ?

EZ      Electronic 10-10EZ Processing
QL      10-10EZ Quick Lookup
RS      Remove Signature Verification

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select 10-10EZ Menu Option: RS Remove Signature Verification

Lookup and selection for Signature Verification Removal
is by Application # only.

Only Applications with a Signature Verification Date, but no
Filing Date may be selected.

Select 1010EZ HOLDING APPLICATION #: ?
Answer with 1010EZ HOLDING NUMBER, or APPLICATION #
Do you want the entire 1010EZ HOLDING List? Y (Yes)
Choose from:
102      102
127      127

Select 1010EZ HOLDING APPLICATION #: 127
Are you sure Signature Verification should be removed? (Y/N): YES

One moment please...

Signature Verification removed...

Application #127 STATUS -- Printed, Pending Signature
```

The record in file #712 for Application #127 will contain the date and user identity associated with the signature verification removal.

# Help, Hints, & FAQ

## Help

The 1010EZ module contains two Help features. A system of Help Frames has been tied to the opening prompt of the Electronic 10-10EZ Processing [EAS EZ 1010EZ PROCESSING] option.

In the example, user responses are bolded and underlined:

```
EZ      Electronic 10-10EZ Processing
QL      10-10EZ Quick Lookup
RS      Remove Signature Verification

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.
Select 10-10EZ Menu Option: EZ  Electronic 10-10EZ Processing

10-10EZ Application Processing --

      Select one of the following:

          1      New
          2      In Review
          3      Printed, Pending Signature
          4      Signed
          5      Filed
          6      Inactivated

Select Applications to View: ??
Enter RETURN to continue or '^' to exit: <cr>

                        10-10EZ PROCESSING
There are six Processing Status categories used to organize interaction
with the 10-10EZ module:

      NEW      IN REVIEW    PRINTED, PENDING SIGNATURE

      SIGNED  FILED      INACTIVATED

A given Application can be in only one Processing Status at any point
in time.

Basic information about a 10-10EZ Application, including its
current Processing Status, can be obtained by using the 1010EZ
option on the main 10-10EZ Menu.

Further information is also available on the initial List Manager
display screen.

Select HELP SYSTEM action or <return>:
```

The Help Frames can only be entered using the double question mark in response to the initial Electronic 10-10EZ Processing option prompt.

Select Applications to View: ??

Within the Kernel Help Frame system, the enrollment clerk can type-in any term appearing in highlighted text (i.e., reverse video) at the

Select HELP SYSTEM action or <return>:

prompt for additional Help Frame help. In the example above, the terms 'NEW', 'IN REVIEW', 'PRINTED', 'SIGNED', 'FILED', 'INACTIVATED', 'Quick Lookup', or 'screen' could be used to link to further Help Frames.

In addition to the Help Frames, help is provided within the List Manager presentation screens. The help returned to the user within List Manager pertains to the actions available at the bottom of the List Manager screen.

10-10EZ Processing		Nov 09, 2000 13:33:54		Page: 1 of 9	
Application #: 185 (473GB)		Status: IN REVIEW			
Applicant: BROWN,GEORGE		Date Rec'd: 11/14/2000			
Web ID #: 48128-897880-2000		Vet Sending Signed Form?: NO			
Data Item	10-10EZ Data	VistA Data			
1 Facility Applying To	YOUR VAMC				
2 Applicant Name	BROWN,GEORGE	BROWN,GEORGE			
3 Sex	<b>MALE</b>	MALE			
4 SSN	555-55-5555	555555555			
5 Claim #	<b>987654</b>	987654			
6 DOB	10/29/1952	10/29/1952			
7 Religion	<b>PROTESTANT</b>	PROTESTANT			
8 Street Line 1	<b>2 EASY DRIVE</b>	123 MAIN ST.			
9 City	<b>ANYTOWN</b>	KANSAS CITY			
10 State	<b>MISSOURI</b>	MISSOURI			
11 Zip	<b>69756</b>				
12 County	<b>WEST</b>				
13 Home Telephone	<b>(321) 456-9258</b>				
<b>+ Enter ?? for more actions</b>					
AF Accept Field	RZ Reset to New	UF Update Field			
AZ Accept All	PZ Print 1010EZ	IZ Inactivate 1010EZ			
CZ Clear All	VZ Verify Signature				
Select Action: Next Screen// ??					
AF Accept Field --> Enter AF=n to act on the field shown in line #n. OR AF Accept Field --> Enter AF to act on multiple fields. At the next prompt enter line numbers using '-' and/or ',' --					
Select Line Item(s): (1-12): 5-9,11					
'Accept' means the 10-10EZ data element is 'accepted' for later filing into the VistA Patient database when the File 1010EZ action is performed. Using this action on a previously accepted data element, removes the 'accepted' indicator.					

```

AZ  Accept All
    All 10-10EZ data element are 'accepted' for later filing into
    the VistA Patient database.

UF  Update Field --> Enter UF=n to act on the field shown in line #n.
    Only one line number can be selected within the Update Field action.
    The 10-10EZ data element on line #n can be overwritten by the user for
    later filing into VistA.
    This action should be used to enter the Applicant's hand-written
    changes to the signed 10-10EZ.

Enter RETURN to continue or '^' to exit: <cr>

CZ  Clear All
    The 'accepted' indicator is removed from any fields previously
    'accepted'.

RZ  Reset to New
    The Application is returned to the 'New' processing status.
    It can be re-matched to the VistA database.

PZ  Print 1010EZ
    Once the 10-10EZ is Printed, actions of Accept Field, Accept All,
    Clear All, and Update Field can no longer be used.
    The 10-10EZ form is printed using all 'accepted' data.
    VistA Patient data is used for any fields not 'accepted'.
    Printing must be queued to a valid print device.

Enter RETURN to continue or '^' to exit: <cr>

VZ  Verify Signature
    The user verifies that the Applicant's signature appears on a
    printed 10-10EZ.

IZ  Inactivate 1010EZ
    Once the Application is inactivated, it will no longer be available
    for processing.
    Use this action only if the Application is deemed invalid or is being
    replaced by a new Application.

Enter RETURN to continue or '^' to exit: <cr>

The following actions are also available:
+   Next Screen          <   Shift View to Left   PS   Print Screen
-   Previous Screen      FS   First Screen          PL   Print List
UP  Up a Line            LS   Last Screen           SL   Search List
DN  Down a Line          GO   Go to Page            ADPL Auto Display(On/Off)
>   Shift View to Right RD   Re Display Screen     Q    Quit

Enter RETURN to continue or '^' to exit:

```

Notice in the example above that the enrollment clerk is viewing an application with the status of In Review. Therefore the response to the help request (i.e., the double question mark), describes those actions that are valid for an In Review application.

After guidance is provided for actions specific to the 1010EZ module, information is displayed that pertains to general List Manager action commands and cursor movement.

## **Frequently Asked Questions**

### ***What happens when the facility receives an out of area request for services?***

The facility should attempt to verify where the veteran prefers to receive medical treatment. This could be accomplished through the normal processing of the 10-10EZ, i.e., the veteran can verify the location when he/she reviews the printed form.

### ***What happens when a facility receives a request that is not a true enrollment, such as a request for payment of a bill?***

The facility should route any non-related correspondence to the most appropriate service for resolution, as with any request for services.

### ***What should the facility do when the Application for Health Care is obviously fictitious, e.g., from Mickey Mouse?***

The facility should follow local procedures for any request that cannot be processed, to include marking the transmission as Inactivated.

### ***When I print the 10-10EZ application using the Vista PZ function, why does a data value from the previous VISTA record for the veteran appear when no value existed in the form submitted by the veteran?***

During data comparison and acceptance, blank values in the application are not automatically accepted if data for that veteran already exists in **VISTA**. If the user does not use the Accept Field (AF) function to accept the application's blank data field, then the value for that field already in **VISTA** gets pulled into the new application.

### ***Can facilities correspond directly with veterans via email?***

Facilities may correspond directly with veterans. The 10-10EZ form does provide the veteran with the opportunity to supply an email address. Remember, any correspondence to veterans should be general in nature, and must not contain any personal information, information subject to the Privacy Act, or any other information, which could be sensitive in nature. Facilities should invite veterans to call or visit to discuss or inquire about anything personal in nature.

### ***How would a veteran or the facility know when a transmission did not take place?***

Veterans are supplied with a transaction ID number (Submit ID #) if and when a transmission takes place. At that time, the veteran is instructed to write this number down and safeguard in case of a missing form. Veterans are also instructed to contact the facility enrollment coordinator for questions or concerns with the 10-10EZ. If a veteran calls and indicates that a 10-10EZ form was sent, and has a transaction ID number handy, but the facility cannot locate the transmitted form, the facility can contact the HEC at (404) 235-1295.

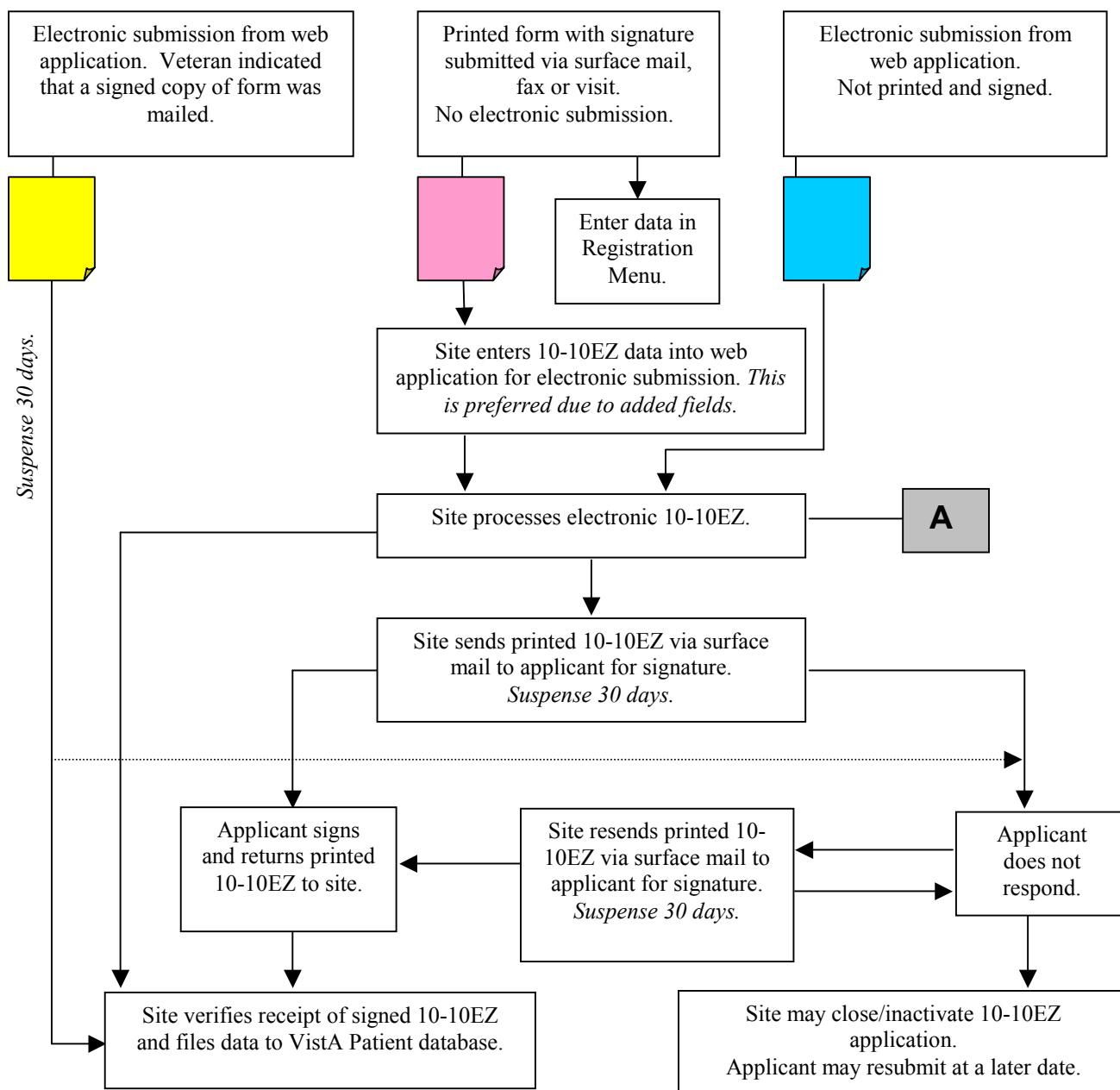


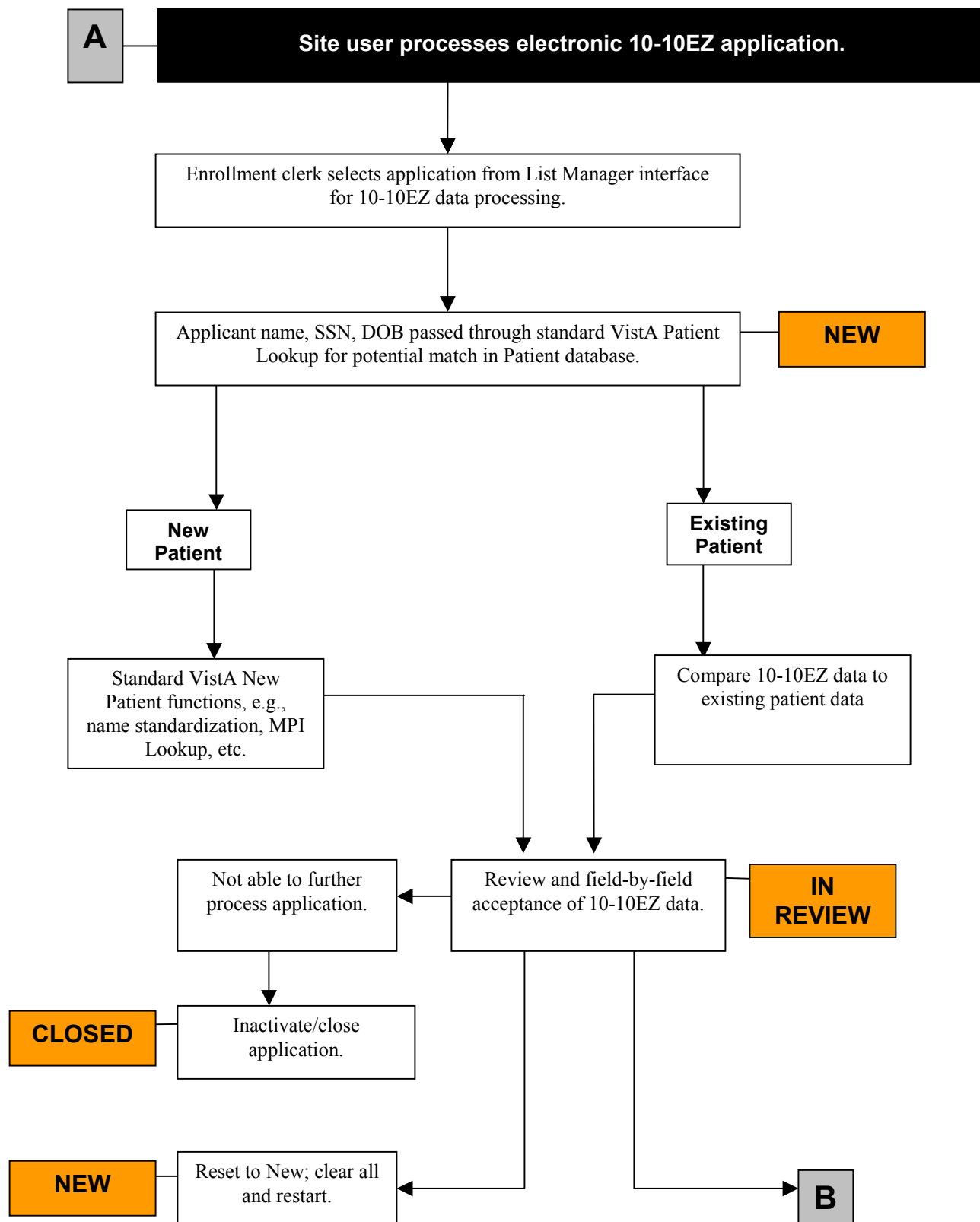
***Once the Purple Heart software has been installed, will the response to the Purple Heart prompt from the web remain non-uploadable or will it change to one that we will have to nonselect?***

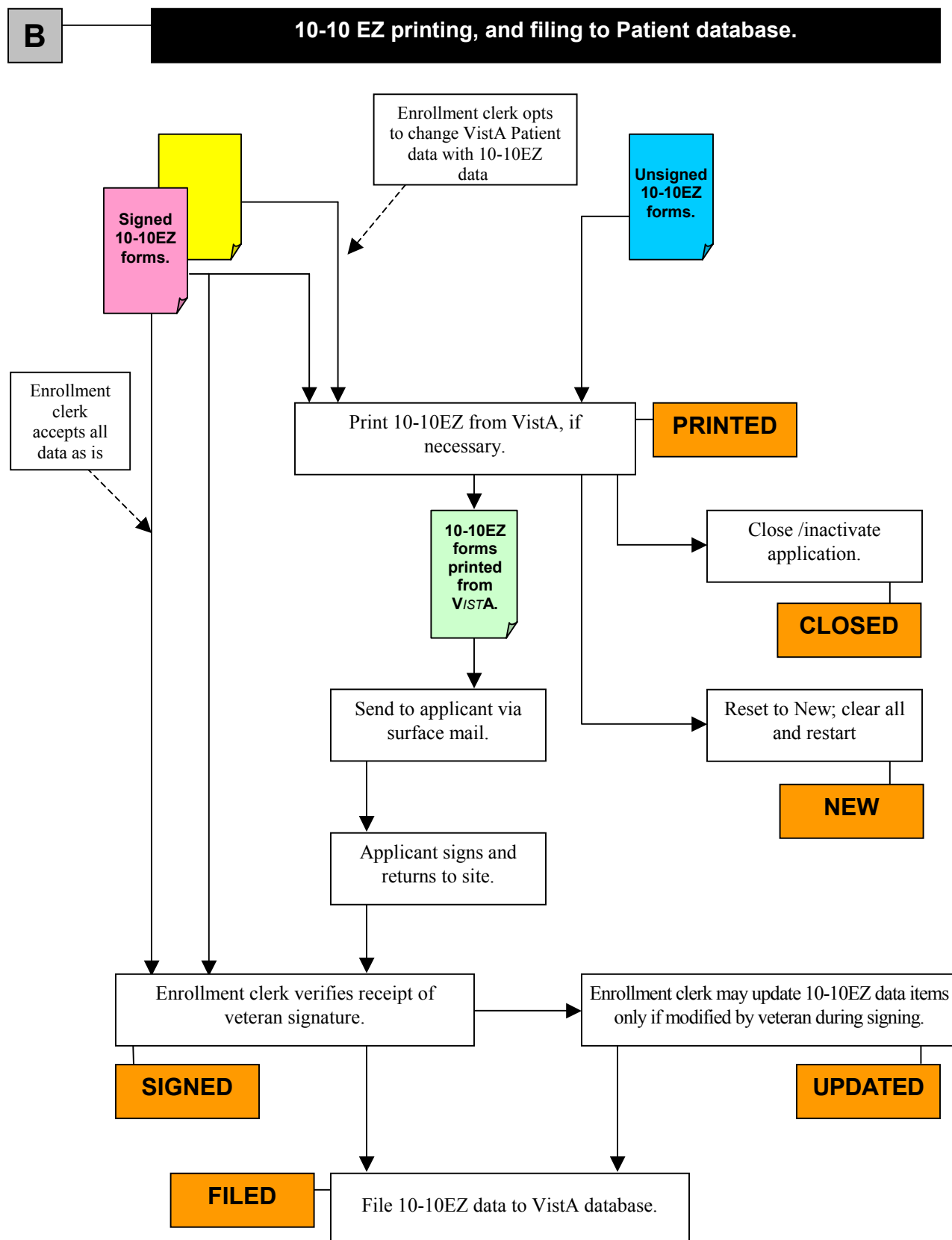
The Purple Heart project development team has stipulated that 10-10EZ application not file any Purple Heart data. The Purple Heart data element on the 10-10EZ screen cannot be accepted or updated by the user. That data will have to be manually entered during the registration process using the Registration application.

## Overall Process Schematic

### Process initiated by submission of 10-10EZ by applicant.







## Sample Letter for 10-10EZ Mailing

When the 10-10EZ must be sent to the veteran for signature, the enrollment clerk should attach a letter similar to this one. The letter should indicate that the veteran should carefully review the information on the form, make any needed changes, and sign and mail/fax the form back to the medical facility. The letter should include any deadlines and should let the veteran know that the facility may dispose of the original application if the veteran does not return the signed form within the specified time period.



### DEPARTMENT OF VETERAN AFFAIRS

Letterhead  
<Sample of local letter>

<PATIENT NAME>  
<STREET ADDRESS>  
<CITY, STATE ZIP CODE>

Dear <PATIENT NAME>:

This letter is a follow-up to your Application for Health Benefits through your electronic submission of the online 10-10EZ, a copy of which is attached.

Note that the information on the attached document is that which you provided; however, the layout of the information does appear different from the 10-10EZ form itself. Be assured though that all the information you provided is included in the attached document. Please review this information, and as you review it, mark any changes you feel are necessary. After you are finished reviewing and making any needed changes, sign the form and either fax it to this medical center at <FAX NUMBER>, or use the enclosed envelope to mail it back. The information on your Application for Health Benefits, the 10-10EZ, will be processed when this medical center receives the signed form.

Please return the signed 10-10EZ within 30 days of the date of this letter. Your Application for Health Benefits will not be processed unless you sign and return the form within this prescribed time frame.

If you have any further questions concerning your application, please contact our Enrollment Office at <PHONE NUMBER> during the hours of <TIME> and <TIME>, Monday through Friday.

Sincerely,

<NAME>  
Chief, Enrollment Office

Enclosures  
Electronic submission of 10-10EZ

Facilities should modify this letter for second mailings of the 10-10EZ to indicate a second attempt at trying to obtain a signed 10-10EZ from the veteran.

## Glossary

<b>10-10EZ</b>	A VA form used by veterans to apply for VHA health benefits
<b>10-10EZ Enrollment Application Processor</b>	A menu option that allows local <b>VISTA</b> systems to electronically process applications for enrollment and healthcare benefits filled out by veterans via a web-based application.
<b>EAS</b>	Enrollment Application System
<b>VA</b>	Department of Veterans Affairs
<b>VHA</b>	Veterans Health Administration
<b>VISTA</b>	VHA Information Systems and Technology Architecture

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